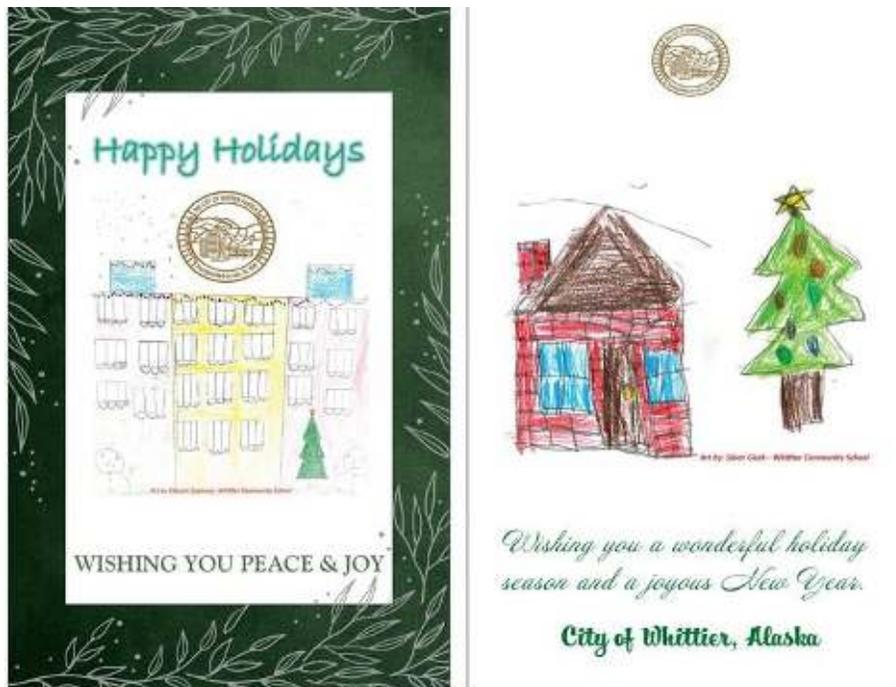




City of Whittier

Regular Council Meeting

Packet



December 14, 2021



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

December 14, 2021

7:00 p.m.

Council Chambers

Dave Dickason
Mayor
Term Expires 2022

Peter Denmark
Vice Mayor
Term Expires 2023

Victor Shen
Council Member
Term Expires 2024

Tom Wagner
Council Member
Term Expires 2022

Daniel Blair
Council Member
Term Expires 2022

David Pinqouch
Council Member
Term Expires 2023

Cathy McCord
Council Member
Term Expires 2024

James Hunt
City Manager

Jackie C. Wilde
Assistant City
Manager

Holly Wells
City Attorney

1. **CALL TO ORDER**
2. **OPENING CEREMONY**
3. **ROLL CALL**
4. **CITIZEN COMMENTS ON ANY SUBJECT EXCEPT THOSE ITEMS SCHEDULED FOR PUBLIC HEARING** *[Those who have signed in will be given the first opportunity to speak. Time is limited to 3 minutes per speaker and 36 minutes total time for this agenda item.]*
5. **APPROVAL OF AGENDA AND CONSENT AGENDA** *[Approval of Consent Agenda passes all routine items indicated by asterisk (*). Consent Agenda items are not considered separately unless a council member so requests. In the event of such a request, the item is returned to the Regular Agenda]*
6. **PRESENTATIONS AND REPORTS**
 - A. Proclamations and Awards
 1. Recognizing 1st place winner Silver Clark for the City of Whittier 1st Annual Holiday Card Design Contest
 2. Recognizing Honorary 1st place winner Khizeah Espinosa for the City of Whittier 1st Annual Holiday Card Design
 - B. Mayor Report
 - C. Vice Mayor Report
 - D. City Manager Report..... **Pg 5**
 - E. City Attorney Report
 - F. Commission/Committee Reports
 - 1.Planning Commission - None
 - 2.Port & Harbor Commission -None
 3. Parks & Recreation Committee
 - 4.Whittier Community School
 - 5.Prince William Sound Aquaculture Corp.-None
 - 6.Regional Citizen’s Advisory Council- None

7. PUBLIC HEARINGS (NON-ORDINANCE)
[Those who have signed in will be given the first opportunity to speak. Time is limited to 5 minutes per speaker. Anyone wishing to speak a second time may do so only after all other persons have spoken, and then for 1 minute.]

A. Non-Code Ordinance for Introduction

1. **Non-Code Ordinance 005-2021**, Approving The 2022 Budgeted Revenues, Expenditures/Expenses and Interfund Transfers, And Appropriating FundsPg 18

8. NEW BUSINESS

A. ORDINANCES

1. **Ordinance 006-2021**, Amending Portions of Whittier Municipal Code Chapter 2.70 Personnel AdministrationPg 22

B. RESOLUTIONS

1. **Resolution 047-2021** Authorizing the City Manager to Enter into Lease Negotiations with Huna-Totem Corporation of Approximately 5 Acres of ATS 1545 Tract B of City Owned TidelandsPg 119

2. **Resolution 048-2021** Adopting An Alternative Allocation Method For The Fy2022 Shared Fisheries Business Tax Program And Certifying That This Allocation Method Fairly Represents The Distribution Of Significant Effects Of Fisheries Business Activity In Fisheries Management Area 15 - Prince WilliamPg 125

C. Other New Business Items

* 1. Approval of the November 9, 2021 Special Meeting Minutes..... Pg 128

* 2. Approval of the November 16, 2021 Regular Meeting Minutes ... Pg 131

* 3. Approval of the November 23, 2021 Special Meeting Minutes..... Pg 135

9. INFORMATIONAL ITEMS AND REPORTS (No Action Required)

A. *October 2021 Financial Reports for the City of Whittier*Pg 137

10. COUNCIL COMMENTS

11. CITIZEN COMMENTS *[Those who have signed in will be given the first opportunity to speak. Time is limited to 5 minutes per speaker]*

12. COUNCIL AND ADMINISTRATION RESPONSE TO CITIZEN COMMENTS

13. ADJOURNMENT



ART COMPETITION CERTIFICATE

Silver Clark – 6th Grade

Awarded by City of Whittier
for achieving 1st Place in
1st Annual Christmas Card Drawing Contest

Presented on Tuesday, December 14, 2021.

Mayor, Dave Dickason

Date

ART COMPETITION CERTIFICATE

Khizeah Espinosa – 4th Grade

Awarded by City of Whittier
for achieving Honorary 1st Place in
1st Annual Christmas Card Drawing Contest

Presented on Tuesday, December 14, 2021.

Mayor, Dave Dickason

Date

To: Whittier City Council
From: City Manager Jim Hunt
Re: City Manager Report for December 14 Council Meeting 2021

Introduction

The purpose of this report is to provide the Whittier City Council, and the public, a brief summary of the City of Whittier ("City") projects that the City Administration worked on and advanced during November and December 2021, and to provide City Council and the public a brief introduction to the projects the City anticipates tackling in the near future.

Summary of Projects

The following is a summary of the projects to which I, and City Staff, dedicated significant portions of time this month:

We are working on a collaboration for Buckner Building grants with Cardno and PWS Economic Development District to create parallel funding streams for planning and mitigation. We are currently working on an additional grant through the State of Alaska as well.

Although somewhat abbreviated at times due to a lack of a regular response from the public. Eastern Aleutians Tribes continue to provide Monday clinic hours.

We continue to work with our engineering firm on Infrastructure and other opportunities in the near future as the Infrastructure Bill has passed in DC.

We are working on community economic development opportunities

Attended Alaska Coast Guard Sector Zoom meeting regarding spills and response

Mr. Korbe and I participated in an online meeting with Tim Charnon Chugach Dist. Ranger and his Region Supervisor Jeff Schramm. We discussed Shotgun Cove, and opportunities for partnership at Portage Pass and we discussed the proposed Head of Bay Project.

We are communicating with the Army Corps at JBER

The City has submitted a funding request for \$445,000 in grant funding from the State of Alaska Community Development Block Grant to benefit Whittier's low and moderate income population.

A separate grant application has been submitted for Local Government Lost Revenue Relief. The State of Alaska has established a \$50 Million grant program funded by the State's American Rescue Plan Act (ARPA) COVID State and Local Fiscal Recovery Funds.

An EPA Assessment Grant application was submitted requesting up to \$500,000 in planning funds to address mitigation and re-use efforts to remove and replace the Buckner Building, plus examining whether additional sites in the community may be eligible Brownfield locations.

Council lobbying and legal reform Priorities

I, along with the staff, worked diligently on several projects identified by City Council as priorities, including:

- Continue to work on preparation planning sessions and the for the next regular Legislative Session and working with the city attorney and our state lobbyist to develop an effective lobbying approach to promote the City's interests and needs in negotiations and interactions that will be forthcoming
- Conferences and planning sessions with the City Attorney to draft and adopt laws recommended by individual Council members and to draft documents and strategies to develop concrete means to carry out Council directives;
- Attended zoom meetings regarding projects identified on the City's State priority list
- I attended the Alaska Municipal League Winter Legislative Conference.
- In-person meeting with city's state lobbyist and several telephone calls during AML
- Have participated in several calls with our D.C. lobbyists
- We have been receiving inquiries regarding unique economic development opportunities related to the Head of the Bay
- Three public meetings were held for the proposed Head of Bay Project. All were well attended.
- * State Senator Roger Holland from District N attended the meeting on the 23rd of November. He will likely be Whittier's Senator if the redistricting map holds.

Additional Projects

The following is a brief itemization of other projects completed this month:

1. Work continues with our collaboration with USFS on regarding conveyance of lands discussion near Portage Pass Trailhead
2. We are working on Ordinance proposals related to the Employee Procedures, Policies and recommended changes as several key ordinances related to economic development need to be addressed.

FINANCE MONTHLY REPORT

November Finance Monthly Report – with October PRELIMINARY financials

This report reflects an abbreviated look at finance-related **activities** through the end of November 2021, plus preliminary 2021 **financial results** through October 31. All budgeted interfund transfers, including mid-year appropriations, have been posted.

2022 BUDGET

The 2022 Budget has had two public Council work sessions and was reflected in the Ordinance for introduction at the November 16 Council meeting. The budget has been revised based on City Council input to include \$10,000 for funding to assist the City Council with municipal Code updates, \$10,000 for the dispatch contract (yet to be determined), \$25,000 funding for a Visitor Center/kiosk, \$10,000 for call-outs for EMS related to cruise ships, funding to restore the full-time Police Officer position taken out of the preliminary budget, and \$5,000 for outdoor equipment for children. The proposed budget retains a flat-rate for Police Standby time as well as a transition to paying law enforcement officers for overtime in accordance with FMLA. The final public hearing and adoption for the 2022 Budget is slated for December 14, 2021.

The budget includes a 4% cost-of-living increase for employees, plus extends the pay scale from range K through R, with each increase being 2.5% (rather than the 5.0% in the current pay scale). Council members have asked staff to review the pay scale in the coming year and it may be necessary to remove a number of steps at the low end of the pay scale, to reflect the fact that the pay scale has not been updated for a number of years.

FEE SCHEDULE

The City Council approved a new fee schedule for 2022. The new schedule includes new garbage charges for the Harbor-area businesses and leaseholders of a one-time \$275 annual dumping fee, plus monthly charges from April 1 through September 1 of \$75 per month. A new penalty of \$0.25 per square ft allows the City to charge individuals who store personal property on City property without permission. The City has eliminated the previous oil collection fee in order to encourage improved environmental stewardship. A late fee of \$4.95 has been added to enable the City to recover costs associated with sending late invoices/letters. The boat lift has been taken out of service so boat lift fees are eliminated. The fee schedule notes that special parking arrangements are no longer allowed and that stall holders, business owners and individuals will pay for each individual parking permit with no additional free parking passes allowed, and each parking space that is used will require a parking permit if not paid at the daily rate. Electric rates have been increased for the harbor and Delong Dock, more in line with actual charges, but not recovering the actual cost of service. Other minor changes are made.

GRANTS

The City has submitted a funding request for \$445,000 in grant funding from the State of Alaska Community Development Block Grant to benefit Whittier's low and moderate income population. This grant aims to improve Whittier's health outcomes through creating opportunities for Whittier families to engage in both indoor and outdoor activities while social distancing. The request envisions improvements to local trails, indoor and outdoor playground and exercise equipment, and air handling upgrades.

A separate grant application is submitted for Local Government Lost Revenue Relief. The State of Alaska has established a \$50 Million grant program funded by the State's American Rescue Plan Act (ARPA) COVID State and Local Fiscal Recovery Funds. Eligible use of the funds includes, but is not limited to: maintenance of infrastructure; building new infrastructure, including roads; cybersecurity modernization; health services; environmental remediation; school or educational services; and provision of police, fire and other public safety services.

An EPA Assessment Grant application was submitted requesting up to \$500,000 in planning funds to address mitigation and re-use efforts to remove and replace the Buckner Building, plus examining whether additional sites in the community may be eligible Brownfield locations.

EMPLOYEE HANDBOOK

The City Council met in a work session on September 21 and reviewed the proposed Employee Handbook. Changes were proposed by council members. The administration has updated the Handbook for presentation to the City Council at the December 14 meeting, along with corresponding changes to the Whittier Personnel Code (Title 2.70 WMC).

GRANTS

Earthquake Grant

Work continues by GMC Contracting to repair earthquake damages resulting from the November 2018 earthquake. As weather conditions have worsened, remaining work will be resumed in the Spring. The City continues to work with APEI to determine eligible insurance coverages. The City has requested an extension on certain elements of the repairs to November 30, 2022 to ensure that work does not interfere with the summer season.

LEASES

The City completed work with Franklin Dock Enterprises on the assignment of the cruise parcel lease (dock and terminal) to Princess Cruises Ltd. The lease documents have been signed and sent to the recorder's office.

PROJECTS

Property at the Head of Bay:

Staff worked with the City attorney's office to finalize the conveyance of the 58 acres of Whittier Tank Farm Property from the US Army Corps of Engineers to the City of Whittier in the past few months. The City has not yet submitted payment of the required \$165,000, pending receipt of word from the Army Corps of when the funds are due.

The City Council met in executive session to hear a presentation from Huna-Totem Corporation regarding proposed development at the Head of the Bay, of a cruise ship terminal and upland development. That meeting was followed by a Special Council meeting on November 9, rolling out the project proposal to the public. Two public listening sessions have taken place on November 23 and December 7, providing a deeper dive on the project and gathering input from local residents, as well as beginning to generate questions and answers regarding project costs, benefits, impacts, timeline, distinction of elements required by Huna versus desired by the community, etc.

RUBA Education

To participate in State funding of water and wastewater projects, City staff must work hard to focus on the State's Best Practices program, in order to improve the opportunity for eligibility for State funding. Key to that program is staff participation in training by the Rural Utility Business Advisor program. The City Clerk participated in a 32-hour training program called Utility Clerk's Management for Rural Utilities in October, and the Finance Director completed a 32-hour training program called Financial Management for Rural Utilities. In addition, City staff are working to provide updated data to the State to ensure that they are aware of the creation of new Major Repair and Replacement Fund for the water/wastewater enterprise, as well as the status of funding for that program. Currently, the City has a Cash Balance in its Water/Wastewater Enterprise Fund of \$1,553,237 at the end of October 2021, comprised of \$803,237 in the Operating Fund and \$750,000 in the Major Repair and Replacement Fund. The Water/Wastewater Enterprise Fund Budget for 2022 anticipates an additional transfer of \$20,000 in new funding from the Operating Fund to the MRRF Fund to continue the progress toward improving our ability to repair and replace existing infrastructure assets.

GENERAL FUND 2021 REVENUE STATUS THROUGH OCTOBER

During preparation of the 2021 Budget, there was a level of uncertainty surrounding projected 2021 budgeted revenues resulting from the loss of cruise ships for the second consecutive season. The administration committed to providing periodic updates to the City Council on a comparative level for key General Fund revenues, to determine whether budgeted revenues projections are overly optimistic.

The City's primary source of General Fund revenues impacted by visitors are Sales Tax (budgeted at \$375K), Passenger Transportation Business Tax (budgeted at \$150K) and Fish Tax (budgeted at \$50K). The chart below reflects revenues for these three key revenue sources through August.

- Through October 2021, sales tax revenues are 33% lower than the comparable period in 2019. The final sales tax revenues for 2019 were \$708,971, clearly indicating that 13.6% of sales tax revenues could still be expected after October.
- The Passenger Transportation Business Tax revenues are 57% lower through October 2021 than they were in October 2019. The final PTBT revenues for 2019 were \$382,371 indicating that the bulk of PTBT has been received through October.
- The Fish Tax revenues through October 2021 remain considerably lower than anticipated, and 95% lower than through October 2019. Fish Tax revenues in 2019 were \$95,990. Staff is working with the State of Alaska to do a deeper dive on this revenue source to determine why it is that fish tax revenues are so much lower in 2021 than in both 2019 and 2020.

Through OCTOBER			
	Sales Tax (a)	Passenger Transportation Business Tax (b)	Fish Tax (c)
2021 BUDGET:	\$ 375,000	\$ 150,000	\$ 50,000
2021	\$ 409,492	\$ 159,361	\$ 4,883
2020	\$ 150,825	\$ 42,524	\$ 6,718
2019	\$ 612,234	\$ 370,397	\$ 95,990

- a) 2021 Sales Tax 33% lower than 2019, through October
- b) 2021 PTBT 57% lower than 2019, through October
- c) 2021 Fish Tax 95% lower than 2019, through October

City of Whittier

State of Alaska

Interim Update

December 5, 2021

Administration

Governor's Office:

Governor's Press Releases ~

COVID-19 Outbreak Information

Please find updates at the State of Alaska COVID-19 Information

Website. www.coronavirus.alaska.gov.

Need assistance making your COVID-19 vaccine appointment? Call the COVID-19 Vaccine Helpline at [1-907-646-3322](tel:1-907-646-3322).

Toll-free: [1-833-4-VAXLINE \(1-833-482-9546\)](tel:1-833-4-VAXLINE)

Agencies Announcements~

Press Releases/Reports/Public Notices:

Request for Information (RFI) - COVID Public Health Community Reporting, Response, and Mitigation Support

Issue Date: November 30, 2021

Deadline for Responses: December 10, 2021

Procurement Officer: Jason Grove

Phone: (907) 465-5842

Email: jason.grove@alaska.gov

Summary: The Department of Health and Social Services, Division of Public Health, is seeking information from contractors regarding COVID Public Health Community Reporting, Response, and Mitigation Support.

<https://aws.state.ak.us/OnlinePublicNotices/Notices/View.aspx?id=204575>

Legislature

Committee Schedule:

(H)LABOR & COMMERCE

Dec 06 Monday 1:00 PM

+= [HB 159](#)

ANCH LIO DENALI Rm

CONSUMER DATA PRIVACY ACT

-- Testimony <Invitation Only> --

Major News Articles / Political Items of Interest

Fishing

Federal decision closing Cook Inlet EEZ to commercial harvests is challenged

A rule closing federal waters of Cook Inlet to salmon fishing starting in 2022 is being challenged in U.S. District Court in Anchorage by a libertarian public interest law firm on behalf of three veteran commercial salmon harvesters.

UFA selects Welch as executive director

Veteran commercial fisheries harvester Tracy Welch has been selected by the board of United Fishermen of Alaska to serve as the new executive director of the statewide commercial fishing trade association.

Sharing facts about Alaska's fisheries

A persistent trickle of misinformation about our region's fisheries has recently become a flood. AND carried the most recent example, an uninformed [op-ed](#) comparing many of Alaska's world-renowned fisheries to "foreign pirate" fleets. This is reminiscent of a campaign launched by Greenpeace against trawl fisheries earlier in my career. Like that campaign, the implication now is that because these are large vessels targeting huge fisheries, they are inherently bad.

<https://www.adn.com/opinions/2021/11/25/sharing-facts-about-alaskas-fisheries/>

Veteran harvester to address Young Fishermen's Summit

Veteran commercial harvester Theresa Peterson of Kodiak will be the keynote speaker at Alaska Sea Grant's 2021 Alaska Young Fishermen's Summit, to be held virtually from Dec. 6-9.

ComFish 2022 set for March 24-26

ComFish Alaska, the state's biggest commercial fisheries meeting, will be back in person again at the Kodiak Harbor Convention Center on March 24-26, complete with fisheries forums and trade show.

1 million pounds and counting: Recycling fishing nets and lines takes off in Alaska coastal communities

Over 1 million pounds of old fishing nets and lines from Alaska have made it so far to recycling markets where they are remade into plastic pellets and fibers.

<https://www.adn.com/business-economy/2021/11/30/1-million-pounds-and-counting-recycling-fishing-nets-and-lines-takes-off-in-alaska-coastal-communities/>

Health

[With abysmal leadership, Fairbanks, Mat-Su and Kenai continue to show low vaccination rates](#)

The low vaccination rates are probably due to a combination of factors, including propaganda, right-wing extremists, weak news coverage and a failure of local and statewide leadership.

[Read More](#)

[World takes action as new coronavirus variant emerges in southern Africa](#)

A slew of nations moved to stop air travel from southern Africa on Friday, and stocks plunged in Asia and Europe in reaction to news of a new, potentially more transmissible COVID-19 variant.

[Biden vaccine rule for health workers blocked in 10 states](#)

The court order said that the federal Centers for Medicare & Medicaid had no clear authority from Congress to enact the vaccine mandate for providers participating in the two government health care programs for the elderly, disabled and poor.

[Some Alaska hospitals no longer under crisis standards as COVID-19 patient numbers decline](#)

Alaska on Wednesday reported one death and 336 new cases of COVID-19 as state health officials said they're continuing to monitor for the omicron variant.

[Alaska report provides details on COVID-19-related deaths](#)

JUNEAU, Alaska (AP) — The state health department reports that many of the people whose deaths were caused by or associated with COVID-19 in Alaska between January 2020 through September 2021 had at least one underlying medical condition.

[Health officials push vaccines, boosters to combat variant](#)

A lot of unknowns.

Business/Economy

[US jobless claims hit 52-year low after seasonal adjustments](#)

The number of Americans applying for unemployment benefits plummeted last week to the lowest level in more than half a century, another sign that the U.S. job market is rebounding rapidly from last year's coronavirus recession.

<https://www.adn.com/nation-world/2021/11/24/weekly-jobless-claims-plunge-to-199000-the-lowest-level-in-more-than-50-years/>

[Ted Stevens Anchorage International Airport sees increased holiday numbers near pre-pandemic levels](#)

If you're looking to travel this holiday time, airport officials say to arrive early as pre-pandemic levels come back.

[Task force on Broadband Internet in Alaska releases report](#)

Juneau, Alaska (KINY) - Governor Dunleavy's 14-member Task Force on Broadband released a report with recommendations, the vision of the report focuses on the state facilitating access to the benefits of broadband internet.

GCI says to get with the times, it needs to drop its cable TV platform in favor of streaming. Some customers aren't pleased.

Alaska's largest telecommunications company is phasing out its cable TV service in Anchorage and other urban areas in the state, in line with changing habits as viewers increasingly stream their shows over the internet from companies like Netflix or Hulu.

<https://www.adn.com/business-economy/2021/12/02/gci-says-to-get-with-the-times-it-needs-to-drop-its-cable-tv-platform-in-favor-of-streaming-some-customers-arent-pleased/>

[Biden signs stopgap funding bill to keep government running](#)

Alaska Sen. Lisa Murkowski voted yes while Sen. Dan Sullivan voted no. Earlier, Alaska Rep. Don Young also voted no.

State Budget

The Permanent Fund: Taking care of Alaska and Alaskans for 45 years

The late Gov. Jay Hammond liked to dream big. He wanted to "transform oil wells pumping oil for a finite period into money wells pumping money for infinity." His dream came true. Because of the Alaska Permanent Fund, Alaska is now the only state that earns much of its unrestricted general fund revenues from the global economy.

<https://www.adn.com/opinions/2021/11/21/the-permanent-fund-taking-care-of-alaska-and-alaskans-for-45-years/>

[State DOT seeking public input on infrastructure bill funding for Alaska](#)

Juneau, Alaska (KINY) - With President Joe Biden signing the Infrastructure Investment & Jobs Act into law, the Alaska department of transportation is soliciting public input on the spending of the funds.

Over 100 cultural organizations in Alaska to receive grant funding

The funds are provided by the American Rescue Plan Act. The funds will be sent to 29 museums, 80 academic, public, school, and tribal libraries, 3 archives, and 2 related organizations will receive funding that allows these institutions to respond to community needs caused by the Covid-19 pandemic.

<https://www.kinyradio.com/news/news-of-the-north/over-100-cultural-organizations-in-alaska-to-receive-grant-funding/>

[Permanent Fund should end secrecy on in-state development projects](#)

Is the Permanent Fund investing in the Ambler mining project? What about the Pebble project? Or the Donlin Gold Mine? Or oil projects on the North Slope?

I don't think so, but under the current secrecy policies of Dunleavy and the Permanent Fund corporation, a wide range of investments can be hidden from the public. Political payoffs can be hidden from the public.

[Read More](#)

[Alaska seeks private operators to fill gaps in winter ferry schedule](#)

The state of Alaska is looking to the private sector to offer ferry service between Juneau and four Southeast villages facing months-long gaps this winter from January to March.

[New report could guide how Alaska spends \\$1.5B in federal funding for broadband](#)

Providing every Alaskan with a high-speed internet connection is a challenge, considering the state's far-flung geography and extreme weather. But the new federal [infrastructure law](#) has \$1.5 billion for broadband in Alaska. And that could help the state reach its goal. Hallie Bissett, the chair of Gov. Mike Dunleavy's task force on broadband, said the amount of money coming into Alaska is a huge opportunity to connect the state. The task force just wrote a [report](#) that could help the state decide how to spend that \$1.5 billion.

<https://www.ktoo.org/2021/12/03/new-report-could-guide-how-alaska-spends-1-5b-in-federal-funding-for-broadband/>

[State begins process of replacing ferry Tustumena](#)

The state will going forward with a plan to replace the MV Tustumena in the next five years and make other improvements to the infrastructure of the Alaska Marine Highway System, Gov. Mike Dunleavy announced Saturday in a [news](#) conference.

<https://www.juneauempire.com/news/watch-dunleavy-announces-ferry-infrastructure-plan/>

[Politics/Policy Calls](#)

[Conservative Wasilla legislator Christopher Kurka will run for Alaska governor in 2022](#)

Rep. Christopher Kurka, a Republican from Wasilla, will run for Alaska governor in 2022, he announced Monday. Kurka, a former director of Alaska Right to Life, was elected to the state House in 2020 and is in his freshman term within the Legislature. In office, he has been a staunch far-right conservative who opposes abortion rights and measures aimed at combating COVID-19, calling them "[extreme evil.](#)"

<https://www.adn.com/politics/2021/11/29/conservative-wasilla-legislator-christopher-kurka-will-run-for-alaska-governor-in-2022/>

70 West Point alumni call on Wasilla Rep. David Eastman to resign

In recently published [open letter](#) in the Mat-Su Valley Frontiersman, a group of West Point graduates called on Republican Rep. David Eastman of Wasilla, himself a graduate of the elite military academy, to resign from elected office.

<https://www.adn.com/politics/2021/11/22/70-west-point-alumni-call-on-rep-david-eastman-to-resign/>

Infrastructure investment is key to getting Alaska's economy back on track

By Bill Walker and Heidi Drygas

The only way to rebuild Alaska is to make big strategic investments in workers who have been hammered by the pandemic, infrastructure that has been neglected for decades and programs that will create a bright future for our state.

<https://www.adn.com/opinions/2021/11/23/infrastructure-investment-is-key-to-getting-alaskas-economy-back-on-track/>

Bill would draw school funds from permanent fund earnings, along with PFD

The state's annual draw from the permanent fund is a lot of money — currently more than \$3 billion. For some lawmakers, the primary way that money should be used is clear: to pay permanent fund dividends. But some lawmakers say the fund can help settle one of the state issues that it's been debating even longer than the PFD: how to pay for public education.

<https://www.ktoo.org/2021/11/26/alaska-house-bill-4003-school-funds-permanent-fund-earnings/>

Dunleavy's corrupt misuse of public funds is rampant

By [Scott Kendall](#)

By now, Gov. Mike Dunleavy's "creative" use of his office is well known. Like him or not, it's clear he uses public resources in ways that none of his predecessors have. He's directed jobs and lucrative no-bid contracts to wealthy donors and their families.

<https://www.adn.com/opinions/2021/11/29/dunleavys-corrupt-misuse-of-public-funds-is-rampant/>

[Former Alaska Senate president Giessel to seek office again](#)

JUNEAU, Alaska (AP) — Former Alaska Senate President Cathy Giessel plans to run for the Senate next year.

Jamie Allard announces for Eagle River House District 22

Chugiak/Eagle River Assemblywoman Jamie Allard has filed with Alaska Public Offices Commission as a candidate for Alaska House District 22, a newly drawn political district covering much of Eagle River

<https://mustreadalaska.com/shes-all-that-jamie-allard-announces-for-eagle-river-house-district-22/>

Fairbanks state Rep. Steve Thompson will not run for reelection to Alaska House

Thompson, a center-right Republican, was a member of the state House's coalition from 2016 to 2020.

Matanuska-Susitna Borough challenging new redistricting maps

JUNEAU, Alaska (AP) — The Matanuska-Susitna Borough is suing the Alaska Redistricting Board over recently drawn legislative boundaries that it says dilutes the votes of borough residents.

Brad Keithley's chart of the week: Why an income tax is better for 80% of Alaska families than PFD cuts

BRAD KEITHLEY

In our day-to-day discussions about fiscal policy we often refer to a 2017 Anchorage Daily News story, written by then-ADN reporter Nat Herz. Under the headline "For most Alaskans, an income tax would..."

Redistricting has shifted Alaska's political landscape, with control of the state House and Senate at stake

Alaska's politicians are beginning to adjust to a new political map defined by the state's redistricting board, even as dissatisfied governments and groups [file lawsuits](#) and seek to change the board's work.

<https://www.adn.com/politics/2021/12/04/redistricting-has-shifted-alaskas-political-landscape-with-control-of-the-state-house-and-senate-at-stake/>

Sponsored by: Hunt
Introduction Date: November 16, 2021
Public Hearing Date: December 14, 2021
Enactment Date: December 14, 2021

**CITY OF WHITTIER
NON-CODE ORDINANCE 005-2021**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WHITTIER,
ALASKA, APPROVING THE 2022 BUDGETED REVENUES,
EXPENDITURES/EXPENSES AND INTERFUND TRANSFERS, AND
APPROPRIATING FUNDS**

WHEREAS, the City of Whittier 2022 Budget was discussed in two budget work sessions on November 10, 2021 and November 15, 2021; and

WHEREAS, the 2022 Budget was presented for Introduction at the November 16, 2021 Regular City Council Meeting; and

WHEREAS, the Budget is set for Public Hearing and adoption at the December 14, 2021 regularly scheduled Council meeting; and

WHEREAS, Whittier Municipal Code 3.16 requires the annual adoption of an operating budget, recommending appropriations, anticipated expenditures and estimated revenues in support of the budget request.

NOW THEREFORE, THE WHITTIER CITY COUNCIL HEREBY ORDAINS:

Section 1. This is a non-Code ordinance.

Section 2. The budget for Capital Project Funds will be presented to Council and approved prior to the initiation of each capital project.

Section 3. The Pay Scale is hereby amended to increase the pay for all employees effective beginning January 10, 2022 by a 4% cola.

Section 4. The Pay Scale is further amended to add to the Pay Scale, ranges K, L, M, N, O, P, Q, R, each representing an increase of 2.5% between pay ranges (rather than the standard increase of 5% per range for ranges A through J) to promote and encourage employee longevity.

Section 5: That figures listed in the table below reflect the estimated revenues, expenditures/expenses, and interfund transfers and are hereby adopted, appropriated, and established as the budget for the fiscal year beginning on January 1, 2022 and ending on December 31, 2022.

Operating Funds - Revenues and Transfers-In and Expenditures/Expenses and Transfers-Out			
Note: Excludes non-cash amortization (revenue) and depreciation (expense)			
	Revenue and Transfers-In	Expenditure/Expense and Transfers-Out	Surplus/ (Deficit)
General Fund Revenue:	\$ 2,994,326		
Operating Transfers from Other Funds	\$ 283,487		
Total General Fund Revenue	\$ 3,277,813		
General Fund Expenditures:			
Administration		\$ 532,309	
City Council		199,400	
Elections		2,350	
Police		1,368,096	
Fire		46,197	
Emergency Medical Services		235,488	
Clinic		8,079	
Public Works		597,536	
Property and Facilities		124,099	
Parks and Recreation		31,036	
Transfers to Other Funds		108,341	
Total General Fund Expenditures		\$ 3,252,931	\$ 24,882
General Major Repair/Replacement (MRRF) Fund	\$ 60,000	\$ 180,000	\$ (120,000)
General Equipment Replacement Fund	\$ 25,000	\$ -	\$ 25,000
Water and Wastewater Fund	\$ 372,441	\$ 354,862	\$ 17,579
Water/Wastewater Major Repair/Replace Fund	\$ 20,000	\$ -	\$ 20,000
Small Boat Harbor Fund, exclud depr/amort	\$ 1,726,150	\$ 1,722,566	\$ 3,584
Harbor Major Repair/Replacement (MRRF) Fund	\$ 60,000	\$ -	\$ 60,000
Delong Dock Fund	\$ 389,000	\$ 271,132	\$ 117,868
Motor Pool Fund	\$ 15,000	\$ -	\$ 15,000
CPV Fund	\$ 500,000	\$ 753,637	\$ (253,637)

Section 6. Effective Date. This Ordinance shall take effect on January 1, 2022.

ENACTED BY THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, this 14th day of December 2021.

Dave Dickason
 Mayor

AYES:
 NAYS:
 ABSENT:
 ABSTAIN:

ATTEST:

Jackie C. Wilde
 Assistant City Manager/Acting City Clerk

Council Agenda Statement



Meeting Date: December 14, 2021
To: City Council
Through: Jim Hunt, City Manager
From: Kris Erchinger, Finance Director
Agenda Item: 2022 Proposed budget

BACKGROUND. JUSTIFICATION & INTENT:

The City of Whittier City Council held two budget work sessions on November 10 and November 15, 2021. The Budget was presented for introduction on November 16, 2021. The budget is slated for public hearing and adoption on December 14, 2021.

During the budget process, a number of changes were proposed, and the budget was adjusted accordingly. Those changes include the following:

- PTBT tax revenue was increased to \$405,000
- City Council legal fees was increased \$10,000 for City Code revisions
- A police officer position removed from the initial budget was added back, as were police merit increases; in exchange, Police overtime will only apply after 86 hours per pay period and Standby time will be paid at a flat \$50 per day rather than the current overtime rates.
- Added \$10,000 for dispatch contract potential increases
- Added \$5,000 for outdoor equipment for children
- Added \$25K for visitor information program
- Added \$50K for economic development commission
- Added \$100K for Head-of-Bay economic development and master planning costs
- Added \$10,000 for EMS callouts for cruise ships

<u>CONSISTENCY CHECKLIST:</u>		Yes	No	N/A
1.	2020 Comprehensive Plan (<i>document source here</i>): p. 91 (New and improved playgrounds for children); p. 93 new infrastructure projects, improve safety and access for existing harbor amenities and expanded services; p. 94 develop recreational opportunities at HOB; p. 94 support industry development at HOB to create economic growth and support future business development in Whittier; p. 94 increase land opportunities for new business development; p. 94 work to attract new businesses and develop existing businesses.	X		
2.	Whittier Code:			X
3.	Other (<i>list</i>):			X

FISCAL NOTE:

The Proposed 2022 Budget will result in surpluses in the following Funds (General Fund \$24,882; Equipment Replacement Fund \$25K; Water/Wastewater Fund \$17,579; Water/Wastewater MRRF \$20K; Small Boat Harbor Fund \$3,584; Harbor MRRF Fund \$60K; Delong Dock Fund \$117,868; Motor Pool Fund \$15K) and deficits in the 2022 Budget only (excluding cash reserves available to cover the deficits) in the General MRRF Fund <\$120K> and the CPV Fund <\$253,637>.

ATTORNEY REVIEW: Yes _____ No _____ Not Applicable X

RECOMMENDATION: The Whittier City Council approve the 2022 Proposed Budget and appropriate funds.

Sponsored by: Dickason & Blair
Public Hearing Date: December 14, 2021
Enactment Date: December 14, 2021

**CITY OF WHITTIER
ORDINANCE 006 -2021**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WHITTIER,
ALASKA, AMENDING PORTIONS OF WHITTIER MUNICIPAL CODE
CHAPTER 2.70 PERSONNEL ADMINISTRATION**

WHEREAS, the City of Whittier’s Personnel Code is reflected in Chapter 2.70 of the Whittier Municipal Code and was most recently significantly amended in 2008 via Ordinance 537-08; and

WHEREAS, the City Council has held multiple work sessions and Council meetings aimed at adopting changes to the Personnel Handbook over the past three years; and

WHEREAS, the City Council requested a review and rewrite of the City’s Personnel Handbook, and the proposed changes require corresponding amendments to the Whittier Municipal Code to remain consistent with more recent changes in the law, as well as changes requested by members of Council; and

WHEREAS, the proposed Personnel Code changes are as follows: 1) replacement of grievance committee to hear employee complaints, with a hearing officer from the State of Alaska Office of Administrative Hearings and renaming the “grievance committee” to “personnel committee”; 2) clarifies that overtime is not paid to exempt employees (some non-department head positions are ‘exempt’); 3) updating overtime rules to correspond with Fair Labor Standards Act (FLSA) Section 7(k) with respect to public safety exceptions to overtime; 4) changes effective date of pay changes to the start of the next pay period; 5) exempting from PERS participation, any position expressly removed from PERS by resolution of the City Council; 6) removal of the requirement that employees retire at age 65, on the basis of age discrimination; 7) removal of language specifying the City’s participation in a particular health insurance plan to allow added flexibility and in recognition the City no longer participates in the State of Alaska’s health plan; 8) combining Annual Leave and Sick Leave to reduce administrative burden; 9) increasing the amount of annual leave an employee is entitled to carry on the books from 240 to 600 hours; and 10) requiring that annual leave cash-outs be only at the employee’s regular rate of pay.

NOW THEREFORE, THE WHITTIER CITY COUNCIL HEREBY ORDAINS that:

Section 1. Whittier Municipal Code Chapter 2.70 Article III. Grievance Committee is hereby amended, as follows:

(~~Strikethroughs~~ = deletions and are **bold**, Underline = additions and are **bold italics**):

Article III. Personnel ~~Grievance~~ Committee

2.70.050 Establishment.

A seven-member board is established. [Ord. 537-08 § 2, 2008].

2.70.055 Membership.

The personnel grievance committee shall be composed of the City Council. [Ord. 537-08 § 2, 2008].

2.70.060 Duties.

The duties of the personnel grievance committee shall be:

A. To submit proposed personnel regulations to the City Council; and

~~B. To consider and decide any Step 4 grievances.~~

All members of the committee shall declare any conflict of interest and refrain from participating in board actions when a conflict exists. [Ord. 537-08 § 2, 2008].

~~2.70.070 Vacancies.~~

~~A vacancy occurring on the grievance committee shall be filled by temporary appointment by the Mayor. [Ord. 537-08 § 2, 2008].~~

Section 2. Whittier Municipal Code Chapter 2.70.080(D) City Council – Responsibility and authority, is hereby deleted, as follows:

2.70.080 City Council – Responsibility and authority.

The City Council shall be responsible for performing the following functions of the personnel administration process:

- A. Approval of the City’s budget, including requests for personnel management funds;
- B. Approval of personnel policies and procedures developed by the City Manager;
- C. Appointment of the City Manager; and

~~D. Confirmation of mayoral appointments to the grievance committee. [Ord. 537-08 § 2, 2008].~~

Section 3. Whittier Municipal Code Chapter 2.70.225, Overtime, is amended as follows:

2.70.225 Merit and probationary increases.

Overtime payment will be received by all employees except for ~~exempt employees~~ **department directors**, who are not eligible for overtime payment in any circumstances. Overtime must be approved in writing by the department director concerned prior to its performance, except in cases of emergency which preclude such prior arrangements and shall be paid to employees who are eligible for overtime payment under this section in accordance with methods established by State laws. The person in charge of providing emergency service shall see that overtime hours related to the service are properly recorded. The department director shall review the record and certify to the Finance Officer any overtime approved for payment as soon as possible after the performance of the emergency service necessitating the overtime. [Ord. 537-08 § 2, 2008].

Section 4. Whittier Municipal Code Chapter 2.70.235, Overtime, is amended as follows:

2.70.235 Overtime pay.

An employee legally entitled to overtime pay under applicable Federal or State law shall be paid at the rate of time and one-half of his/her rate of pay for all hours worked over 40 per week and/or eight hours per day, as required by applicable State law or regulation, or on a recognized City holiday in addition to holiday pay. [Ord. 553-09 § 2, 2009; Ord. 537-08 § 2, 2008]. **FLSA Section 7(k) provides that employees engaged in law enforcement may be paid overtime on a “work period” basis. For Police Officers, overtime shall be paid for any time worked in excess of 12-hours per workday or 86-hours in a 14-day work period. For EMS staff, overtime shall be paid for any time worked in excess of 10-hours per workday or 80-hours in a 14-day work period.**

Section 5. Whittier Municipal Code Chapter 2.70.265, Merit and probationary increases, is amended as follows:

2.70.265 Merit and probationary increases.

A. Merit salary increases shall be effective ~~the day~~ following approval by the City Manager, on the beginning date of the pay period following the date of the change.

B. Probationary salary increases shall be effective the earlier of the first day of the pay period following day following completion of three months service as a new-hire probationary employee or promotional probationary employee or the first day of the pay period following day following satisfactory completion of probation. A probationary salary increase shall be one step in the same grade. [Ord. 537-08 § 2, 2008].

Section 6. Whittier Municipal Code Chapter 2.70.270, Reassignments and reinstatements – Effective date, is amended as follows:

2.70.270 Reassignments and reinstatements – Effective date.

The effective date of personnel actions implementing approved promotions, reassignments and reinstatements shall be the first day of the pay period following the new approved status. [Ord. 537-08 § 2, 2008].

Section 7. Whittier Municipal Code Chapter 2.70.280, State retirement system participation, is hereby amended as follows:

2.70.280 State retirement system participation.

The City became a participant of the State of Alaska Public Employees Retirement System effective July 1, 1984. Coverage is mandatory for all full-time permanent employees and probationary employees in full-time positions as well as permanent part-time employees, except those positions specifically excluded from participation in PERS as expressly approved by Resolution of the City Council. [Ord. 537-08 § 2, 2008].

Section 8. Whittier Municipal Code Chapter 2.70.285, Age 65 – Continued employment, is deleted in its entirety, as follows:

~~2.70.285 Age 65 – Continued employment.~~

~~An employee who attains the age of 65 may be retained in the City service upon written certification of his department director or the personnel officer that such action is in the best interest of the City and deferral of the retirement is authorized by the City Council. The City Manager may require the employee to submit a satisfactory report of medical examination by a physician approved or designated by the City Manager, which shows the~~

~~employee to be physically and mentally able to perform the duties of his position. An initial deferral of retirement shall be for a period of one year, and subject to renewal in the above manner. [Ord. 537-08 § 2, 2008].~~

Section 9. Whittier Municipal Code Chapter 2.70.290 Group health insurance, is hereby amended as follows:

The City provides health and life insurance to each of its permanent full-time and part-time employees ~~under the State of Alaska Group Health Care and Life Insurance Plan~~. The employee may insure their immediate family under the plan for an additional premium payable by the employee. [Ord. 537-08 § 2, 2008].

Section 10. Whittier Municipal Code Chapter 2.70.495(D), Steps – Step 4, is amended as follows:

D. Step 4. If not satisfied with the City Manager’s decision, an employee may request a hearing before a hearing officer from the State of Alaska Office of Administrative Hearings, under AS 44.64.030(b), ~~the grievance committee~~.

~~1. The grievance committee shall conduct the hearing expeditiously and in a manner conducive to obtaining a clear understanding of the facts. The procedure shall be informal. Technical rules regarding evidence and witnesses shall not apply.~~

~~2. The grievance committee shall submit a written report of its findings and determinations to all interested parties within 10 working days after hearing testimony.~~

3. The decision of the Administrative Hearing Officer ~~grievance committee~~ is the final step within the administrative process of the City.

Section 11. Whittier Municipal Code Chapter 2.70.540, Annual Leave – Accrual Rate, is amended as follows:

Leave shall accrue at the rate of:

- | | |
|------------|----------------------------------|
| 0-2 years | 16 12 hours per month |
| 2-5 years | 18 14 hours per month |
| 5-10 years | 20 16 hours per month |

10 or more years ~~22~~ **18** hours per month

~~Sick leave shall be included in the benefit package at the rate of four hours per month.
[Ord. 537-08 § 2, 2008].~~

Section 12. Whittier Municipal Code Chapter 2.70.565 – Accrual – Maximum accumulation, is amended as follows:

2.70.565 Accrual – Maximum accumulation.

The maximum number of hours of annual leave that may be carried over after December 31st of each year is ~~600~~ **240** hours. [Ord. 537-08 § 2, 2008].

Section 13. Whittier Municipal Code Chapter 2.70.600 – Terminal leave, is amended as follows:

2.70.600 Terminal leave.

Employees terminated shall be paid for their accrued earned annual leave. Accrued annual leave shall not be granted nor paid to an employee upon separation during initial probation. Accrued leave shall be paid in a lump sum. The salary or hourly rate used in computing a cash payment shall be at the employee's regular rate of pay ~~that rate being received by the employee on the date of application for cash payment or the date that a resignation/separation notice is signed by the employee.~~ [Ord. 537-08 § 2, 2008].

Section 14. Whittier Municipal Code Chapter 2.70.680, Dismissal for disciplinary reasons, is amended as follows:

2.70.680 Dismissal for disciplinary reasons.

A department director may dismiss an employee for any just cause, including but not limited to theft of property, inefficiency, insubordination, habitual tardiness, unexcused absences and use of or influence from intoxicating beverages or drugs while on duty. Dismissal action shall be reported immediately to the City Manager by personal consultation. A personnel evaluation report shall be submitted as soon as possible, setting forth the circumstances of the case. Any nonexempt employee shall be given the opportunity to participate in a pre-termination hearing. Any exempt employee shall be given the opportunity to participate in a post-termination “name clearing” hearing before a hearing officer from the State of Alaska Office of Administrative Hearings ~~the grievance committee~~ or in public at the choice of the terminated exempt employee. [Ord. 537-08 § 2, 2008].

Section 15: This Ordinance shall take effect immediately upon its adoption.

ENACTED BY THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, this the day of December, 2021.

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Jackie Wilde
Assistant City Manager/Acting City Clerk

Dave Dickason
Mayor

Council Agenda Statement



Meeting Date: December 14, 2021
To: City Council
Through: Jim Hunt, City Manager
From: Kris Erchinger, Finance Director
Agenda Item: Amendments to Personnel Code and Employee Handbook

BACKGROUND. JUSTIFICATION & INTENT:

During the City Council work session of September 21, 2021, Council members proposed changes to the draft Employee Handbook. The administration explained that certain changes being proposed in the Handbook would necessitate changes to the Whittier Municipal Personnel Code (Title 2.70) and that those changes, and other related changes, would be brought to Council concurrently.

The following paragraphs explain specific changes to the Handbook proposed at the Council work session (these changes are preceded by the corresponding Handbook page number). In addition, specific Municipal Code section changes (preceded by the corresponding WMC citation) are listed individually. Proposed changes to the Personnel Code either correct outdated sections of the Personnel Code, or incorporate changes based on updated norms or reduce administrative burden and/or the likelihood of error.

Summary of Changes to Personnel Handbook after Council Work session

Page 13 – Reference to HR specifies that employees with HR questions should ask the City Manager or Assistant City Manager.

Page 17 and Page 36– Flex Time clarifies that Flex Time is to be earned and used in a single pay period; it is not intended to avoid the City’s paying overtime, but instead is intended to allow an employee to work extra time (without overtime pay) in order for them to “make up” hours that they wish to attend to a personal matter such as a parent-teacher conference, medical appointment, etc. Flex Time is not related to Annual Leave or to a Flexible Schedule (i.e. an arrangement where an employee has a standard operating schedule that is not the typical 8-hour per day, 5-day per week schedule).

Page 21 – Changes effective date of pay changes to be the first day of a pay period rather than the first day after approval. This change reduces opportunities for error. Electronic payroll systems require manual data manipulation for mid-pay period date changes for allocation of employee hours, annual leave, overtime, etc. These changes will reduce errors and simplify the payroll calculation process.

For example: “Such merit increases will be effective the first day of the first pay period following approval by the City Manager.”

Page 21 – No retroactive discipline for acts or behavior that occurred more than one year prior to the start of the current evaluation period or that the City was unaware of prior to the current evaluation period, or that broke the law or violated provisions of Whittier Municipal Code.

Page 25 – Elimination of Grievance Committee with respect to deciding Step 4 of the grievance process and replacing that with a hearing officer from the State Office of Administrative Hearings, per Alaska Statute (AS) 44.64.030(b). The entire “Grievance Committee” section of the Code was not removed in case the Grievance Committee (defined in Code as the entire Council), determines that they want to meet for the purposes of amending the Personnel Code.

Page 26 and 27 – We have combined Annual Leave and Sick Leave. The amount of leave has not changed, but for the sake of simplicity, the two are combined into a single “Annual Leave” to be used for sick and/or annual leave, at the employee’s discretion. This offers employees added flexibility and reduces the administrative burden of keeping track of two separate leave banks. Also a clarification that if an employee is excused from the requirement to use 80 hours of annual leave due to staffing shortages, that does not increase the maximum amount of hours of leave which can be carried on the books.

Page 27 – Annual Leave limit. Employees are now able to hold a leave bank of 600 hours (compared with 240 hours previously). This change does not give an employee additional leave time. It does allow an employee to “bank” or carryover at year-end, more leave time to address family and/or medical emergencies, serving as a form of insurance against catastrophic life events. Employees are still required to use a minimum of 80 hours of annual leave per year. The only additional cost to the City could result from an employee choosing to cash-in annual leave rather than use it. In this case, the additional cost would be the difference between the employee’s current hourly pay and the pay rate in effect when leave time was earned. For example, an employee making \$30/hour cashing in 200 hours of annual leave the year after earning it (assuming they earned a 5% pay raise between the time they earned and cashed in the annual leave), would cost an additional \$300.

Page 27 – Terminal Leave. When an employee terminates from the City, they are entitled to compensation for the balance of annual leave on the books at the time of termination. The City Code currently states that the rate of pay is based on their rate of pay at the time of separation; however, that would enable to employee in Acting Pay status to terminate and potentially receive a much higher payout of annual leave than was earned through accrual of annual leave. This change limits the employee to their regular rate of pay at termination, rather than any acting pay.

Eliminates requirement that employees retire at age 65. The Municipal Code 2.70.285 currently requires an employee to retire at age 65 or receive written confirmation from the department head or personnel officer that their continued employment is in the City’s best interests, and their deferral of retirement must be approved by the City Council. This City Code provision limits the rights of an employee to continue gainful employment and is subject to legal challenge and is therefore recommended for removal.

Page 85 – Personal Flotation Device has been added as a city-paid safety device offered for employees of the Whittier Harbor.

Proposed Changes to Municipal Personnel Code

- WMC 2.70 Article III - Replacement of Grievance Committee with hearing officer from State of Alaska Office of Administrative Hearings and renaming Grievance Committee to Personnel Committee
- WMC 2.70.225 Overtime is not paid to exempt employees. In addition to department heads being exempt employees, the Police Lieutenant position is also exempt, and there may be others in the future.
- WMC 2.70.235 Overtime rules related to Public Safety employees are a special case in accordance with the Fair Labor Standards Act Section 7k; overtime does not apply to Police until after 86 hours in a 14-day work period (and over 12 hours per day), and to EMS until after 80 hours in a 14-day work period (and over 10 hours per day).
- WMC 2.70.265 and 2.70.270 – Effective date of pay changes is the first day of a new pay period. This eliminates administrative burden. Many computerized payroll systems have difficulty with pay changes that occur mid-pay-period, so this change simplifies the computation of payroll and reduces errors and ensures the proper allocation of wages between allocable departments.
- WMC 2.70.280 – Specifies that positions are not eligible for participation in PERS if Council has removed the position from PERS via resolution.
- WMC 2.70.285 – Eliminates the requirement that City Council pass a resolution to allow an employee to work beyond the age of 65.
- WMC 2.70.290 – Removes reference to the “State of Alaska Group Health Care and Life Insurance Plan”. The City no longer participates in that plan.
- WMC 2.70.495 – Removes reference to “grievance committee” and replaces with a hearing officer from the State of Alaska Office of Administrative Hearings.
- WMC 2.70.540 – Combines Annual Leave and Sick Leave but does not increase the total annual leave an employee is entitled to receive. The combination of these two forms of leave reduces the tracking associated with each and provides more flexibility for employees dealing with health or other issues.
- WMC 2.70.565 – Increases the max number of hours an employee can maintain in their annual leave bank before they lose it, from 240 to 600 hours. This higher level of annual leave is an “insurance policy” for employees against catastrophic illness and/or unforeseen family needs. It also reduces the likelihood that an employee will exhaust all of their leave and place the City in the position of having to determine whether to terminate an employee who is in non-paid leave status.
- WMC 2.70.600 – When an employee terminates, they will only be paid for their accrued but unused annual leave at their Regular Rate of Pay. This will eliminate the incentive for an employee

to quit while they are in Acting Status, plus avoids an employee unfairly receiving higher-than-earned annual leave compensation simply for a temporary Acting position.

-. WMC 2.70.680 – This is another change related to replacement of reference to “grievance committee” with a hearing officer.

<u>CONSISTENCY CHECKLIST:</u>		Yes	No	N/A
1.	2020 Comprehensive Plan (<i>document source here</i>):			X
2.	Whittier Code: See citations above.	X		
3.	Other (<i>list</i>):			

FISCAL NOTE:

The changes above have various fiscal impacts. The change in effective date of pay to the beginning of a pay period will result in nominal cost savings (est. less than \$500 per year). The elimination of grievance committee and replacement with a hearing officer from the State, will result in added costs of an estimated \$250 per incidence (not including attorney time). Combining annual and sick leave will result in no change. Increasing the cap on annual leave will result in higher costs when employees cash out leave at a higher rate; estimated annual cost of \$800 citywide. Changing terminal leave cash-out to a regular rate of pay can save 10% on each occurrence. The addition of personal flotation devices as safety equipment in the harbor is likely to cost \$500 initially but will be funded within the Harbor budget and is a critical safety tool for Harbor employees. The change to overtime for public safety employees can save more than \$15K per year.

ATTORNEY REVIEW: Yes X No _____ Not Applicable _____

RECOMMENDATION: That the Whittier City Council approve the proposed Employee Handbook and related amendments to the Whittier Municipal Personnel Code (WMC 2.70, various provisions).

CITY OF WHITTIER, ALASKA

Employee Policies & Procedures



WELCOME TO THE CITY OF WHITTIER!

We'd like to personally welcome you to our team. As we grow and realize opportunities for our future, we strive to remain adaptable, motivated, and responsive to our employees and our stakeholders. Our team prides itself on meeting the challenges of our field and excelling even in the face of setbacks. We pride ourselves on being client-focused, open to new ideas, and maintaining a team environment. We're glad to have you on board!

Working with the City of Whittier is a wonderful opportunity – you have gained employment with one of the best employers in the region where you can enjoy a close-knit, supportive work environment, fantastic scenery, and a small-town atmosphere, which all contribute to a great work/life balance and fulfilling work experiences.

This policy and procedure handbook has been prepared to help you navigate your journey as a City of Whittier employee. It is designed to help you understand the City and provide you information about working conditions, expectations, benefits, and important policies that affect your employment. It describes your responsibilities and outlines the programs developed by the City to benefit its employees. A main objective is to provide you with a supportive work environment that will help you grow both personally and professionally. You should read, understand, and comply with all provisions within the handbook. If you have any questions, please contact your immediate supervisor so they can address your question.

This is a living document. That means that these policies and procedures will be reviewed periodically to make sure they continue to be relevant and appropriate for our staff. Also, no employee handbook can anticipate every circumstance or policy question. As such, it is likely that policies and procedures found within may need to be revised, supplemented, or cancelled. Please know that changes will be made in an orderly fashion with plenty of notice as described in the Adoption and Amendment section.

The information in this handbook applies to all City employees. Although you will sign a statement indicating you have received, read (or agree to read), and abide by this handbook, nothing contained in this handbook or any verbal statement should be construed as creating any type of employment contract, either express or implied.

I'd like you to know that as part of our team, you are our greatest and most important asset. We cannot do what we do every day without our employees. I'm very pleased to welcome you to the City of Whittier and look forward to working with you!

Sincerely,

Jim Hunt
City Manager

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WHO WE ARE

Our City-wide values, objectives, and philosophy are a direct reflection of the kind of City we want to live in: where everyone is driven to deliver world-class services with meaningful, positive impact. Simply put – we strive to be the best while delivering the best possible caliber of service.

OUR GUIDING VALUES

Be Passionate and Determined

We owe it to ourselves to work on things we are passionate about. If you are passionate about something, you'll do a better job and enjoy the process. There are some necessary challenges at every job, but it is up to you to make sure you're passionate about what you're working on.

Serve the Client Like Family

We are in the business to improve our stakeholders' lives. We do this by treating our stakeholders like our own family.

Leave a Positive Impact on the Community and Profession

Our time on this planet is short. We want to be remembered for contributing and making our community and profession better places than which we found them.

YOUR FIRST DAY – NOW WHAT?

Your first day will be fairly slow. First, onboard by signing all the necessary paperwork and making sure you have all the tools you need to do your job (key(s) to get in, email address, computer, etc.) ...and read this handbook! You'll have a chance to meet with your department director who will show you around and walk you through your first tasks.

Your first week? Make mistakes, ask questions...because we all did. We encourage you to talk to your teammates, get to know them, why they are here, and share your perspective on why you joined our team. And as said earlier: ASK QUESTIONS!

Training? All new team members work closely with their supervisor, who will show you the ropes over the first few weeks. You are encouraged to ask as many questions as you can. You may have learned a lot in school or in a previous job, but at the City of Whittier, you learn by doing. Over your first few weeks, you will work closely with your supervisor to learn how to do different tasks. Additional training will be provided as needed through recommendation by your supervisor.

WHY READ THIS HANDBOOK?

This handbook explains the personnel policies and procedures found in Title 2 of the Whittier Municipal Code. In some areas, Whittier Code is silent on addressing issues that come up in our work environment. In cases where the Code is silent, we have implemented policies and procedures consistent with accepted industry standards that align with state and federal law. On the off chance that this handbook conflicts with the Whittier Code, Whittier Code controls.

Our hope is that this handbook will guide you and help answer any questions you may have about your employment with the City. Some objectives:

ASSURANCE OF PROPER LABOR PRACTICES

Administration feels strongly that one of its utmost duties is to protect the City and each of its employees by ensuring that you are being treated fairly in accordance with established law, personnel practices, and City policies. This duty is taken seriously, and significant importance is placed on your fair treatment.

All employees have received a copy of Whittier Municipal Code Title 2 and this Employee Handbook, which deal with personnel matters. In addition, other personnel-related policies are distributed to employees as adopted by Administration. If you do not have copies of these items, contact Administration. It is your duty to acquaint yourself with these materials and observe the standards and responsibilities described within.

If you feel you are being subjected to questionable personnel practices, please discuss the situation(s) with your immediate supervisor. The Whittier Municipal Code provides guidance to determine whether your concern is deemed a complaint or a grievance. If the issue falls within the definition of a complaint, then the matter should be resolved within the department, at the lowest level possible. If the problem meets the definition of a grievance, as determined by the City, you may file a formal grievance as provided for in this Handbook and the Whittier Municipal Code. You are also welcomed to meet with Administration to discuss any concerning personnel matters or practices. Your concern will be evaluated, the problem reviewed, and corrections made, if necessary.

Employees should not fear retribution from others for pursuing any remedies afforded under the Whittier Municipal Code, or State or Federal law.

The City reviews and modifies Code provisions and policies to stay current with changing labor laws and practices that protect both the employee and the City. The City prefers to defuse and settle conflicts through communication and when necessary, mediation. However, the City cannot act or resolve conflict unless problems are reported to your supervisor or Administration.

The City Manager has an “open door” policy for your concerns. Expect fair and honest treatment of your concerns.

I'M TEMPORARY / SEASONAL – WHAT DOES THAT MEAN?

Temporary or Seasonal employees can be either exempt or non-exempt employees that hold jobs for a limited or specific time period arising out of any special projects, a position vacancy pending appointment, the absence of a position incumbent, abnormal workloads, emergencies, or other reasons established by the City. Temporary or seasonal employees may work either full- or part-time work schedules and are considered at-will employees. Temporary or seasonal workers are not eligible to receive City sponsored benefits (fringe benefits), accrue any form of service credit, or use the Grievance Procedure to file formal grievances except in matters pertaining to alleged discrimination. Any appointment done on an emergency basis will be considered a temporary appointment.

Commented [1]: 2.70.370

Commented [2]: 2.70.560 – meaning no leave accrues.

EXEMPT OR NON-EXEMPT?

Whittier Municipal Code states that all employees hold positions that are classified as either exempt or non-exempt.

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The Fair Labor Standards Act (FLSA) recognizes an exempt employee as one whose primary duties are management, receives a salary, and is not paid overtime wages for hours worked more than 40 in a workweek. Exempt positions include the City Manager, the Assistant City Manager, the City Clerk, the Finance Director, the Director of Public Safety, the Police Lieutenant, the Public Works Director, and the Harbormaster.

Under the FLSA, non-exempt employees are generally entitled to earn the federal minimum wage and qualify for overtime pay, which is calculated as one-and-one-half times their hourly rate of pay for every hour worked above and beyond a standard 40-hour workweek. Non-exempt positions include all other regular full-time and part-time positions not classified as exempt.

One exception to the traditional overtime pay requirements of the FLSA is applicable to Public Safety employees. Section 7(k) of the FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a “work period” basis. A “work period” may be from 7 consecutive days to 28 consecutive days in length. Whittier historically has scheduled fire protection and law enforcement personnel on 14 consecutive day “work periods.” Fire protection personnel are due overtime after 106 hours worked during a 14-day work period, while law enforcement personnel must be paid overtime after 86 hours worked during a 14-day work period.

Commented [4]: <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/whdfs8.pdf>

Please also read the information under “Overtime – How Does It Work” for additional information.

PROBATIONARY EMPLOYEES

All new hires, other than temporary or seasonal employees, serve an initial probationary period at the start of their employment. A probationary period applies to all positions prior to acquiring regular status. The standard period is three (3) months, except for appointments to the Department of Public Safety who serve a twelve (12) month probationary period.

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If you have been reinstated within two years of separation from City employment you may not be required to serve a probationary period unless you were rehired into a different class than you previously served or if a previous probationary period was not completed. The decision to apply a probationary period in this case lies with the City Manager.

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You will be evaluated approximately 10 days before the completion of your probationary period, unless otherwise scheduled due to extenuating circumstances. You must obtain at least a satisfactory performance rating from this evaluation to obtain regular status. New hires in probationary status may be terminated at any time during their probationary period with no recourse to the grievance procedure. Although probationary employees fall outside the City’s requirement for progressive discipline as well as the grievance process, the City will follow legal requirements for due process. A probationary employee may present Administration any relevant information in their defense against disciplinary action taken against them.

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Leave accrues for new or rehired probationary employees but may not be used or cashed out until completion of the probationary period. Probationary periods may be extended at the discretion of the City Manager.

- **Regular Full-Time Employee:** an employee who has completed probationary status and is scheduled to regularly work thirty-two (32) or more hours per week.
- **Regular Part-Time Employee:** An employee who has completed probationary status and is

regularly scheduled to work less than thirty (30) hours per week. Leave accruals and holiday pay are prorated based on the employee's scheduled workweeks.

CONTRACT WORKERS

Contract workers perform a specific task, duty, or position for a defined term at a defined rate of pay for the work. Contract workers are not “employees” in the traditional sense. Contract workers’ relationship with the City is defined by their contract and work scope. Nothing in this handbook is addressed to contract workers.

WHO DOES WHAT? OUR FORM OF GOVERNMENT

The City of Whittier is a second-class city as established by Title 29 of the State of Alaska, with a City Manager form of government. This form of government functions like a company with a governing board, where the “board” is the City Council, and the “CEO” is the City Manager. The Council makes recommendations, sets policy, and gives direction to the City Manager who is then charged with directly running the City. Details on other roles and responsibilities are explained within Title 2 of the Whittier Municipal Code. The Whittier Municipal code is Law and subordinate only to State or Federal Law.

City Council – Responsibility and Authority

The city council shall be responsible for performing the following functions of the personnel administration process:

- Approval of the city's budget, including requests for personnel management funds.
- Appointment of the City Manager.

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City Manager – Responsibility and Authority

The City Manager shall have the responsibility and authority to:

- Administer the City Code.
- Administer the personnel policies and procedures.
- Provide for the establishment and maintenance of records of all employees in the city service including class title, pay, and other pertinent data.
- Foster and develop, in coordination with appointing authorities and others, programs for the improvement of employee effectiveness and productivity including training, safety, health, counseling, and welfare.
- Administer the city's recruitment and selection program.
- Ensure uniformity in the application of discipline and processing of employee grievances.
- Prepare and adopt such forms, reports, and procedures as may be necessary to administer the city's personnel program.
- Appoint, suspend, or remove City employees and administrative officers.

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Department Directors – Responsibility and Authority

Department directors shall have the responsibility and authority to:

- Provide for the implementation of, enforce, and keep the employees in their departments informed of personnel policies and rules.
- Evaluate employee performance.
- Participate in the grievance procedures as specified in this handbook.
- Appoint employees to vacant positions within their respective departments in accordance with established personnel rules and procedures.

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- Develop training programs for employees in their respective departments.
- Take corrective action within their respective departments as deemed appropriate.
- Conduct orientation for all new employees, including introduction to fellow workers, work standards, safety regulations, break periods, supplies, etc.
- Appoint and dismiss all employees under their jurisdiction, subject to the approval of the City Manager.

IS CONFIDENTIALITY A BIG DEAL?

Yes. When working for the City, you are expected to exercise the utmost discretion regarding all matters of official business and records. Any information that is received by you on a confidential basis must be maintained in confidence to the fullest extent allowed by law. Failure to maintain confidentiality may lead to disciplinary action up to and including termination.

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CAN I MAKE A STATEMENT ON BEHALF OF THE CITY?

No. You are not allowed to represent the City on matters of policy without express permission from the City Manager. You are also not allowed to obligate the City to perform services of any kind without first consulting with the City Manager.

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WHO SHOULD I ASK FOR "X?"

If you have general questions (or are not sure who to ask), ask your supervisor. Otherwise, please ask your question directly to whom you think could answer it best.

For all HR issues, please contact [the City Manager or Assistant City Manager Administration](#).

WHAT TIME DO PEOPLE WORK?

Office hours are from 8:00 AM to 5:00 PM Monday through Friday. The offices close between 12:00 PM and 1:00 PM for lunch. Please note that Public Safety, the Harbor, and Public Works may have different schedules than this as by the nature of those departments, employees may be required to work outside normal business hours. If you have any questions about when you are expected to work, please check with your supervisor.

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WHAT DO PEOPLE WEAR?

We don't have a formal dress code, but unless a department has a dress code like Public Safety, people typically wear jeans, t-shirts, blouses, running shoes, etc. Sometimes people wear blazers if they're feeling fancy.

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WHERE DO I PARK?

Employees in the Public Safety Building and Harbor Office are required to park away from the main entrance to those buildings to allow customers ample parking there.

If you have a specific problem that makes parking a little further away from the door difficult, please see Administration to make accommodations for your need.

HOW DO I GET THE KEY(S) I NEED?

Keys to City spaces, e.g., offices, storage spaces, mechanical spaces, high voltage spaces, etc., are issued

to you with the approval of the appropriate Director, Assistant City Manager, or the City Manager.

The City Clerk has the responsibility to manage and control distribution of keys for the City. All key requests will go from a Director to the City Clerk. The City Clerk will maintain the Key Log noting which employee is issued what key along with the date of issue. The City Clerk will prepare the key and inform you when your key is ready for pick up. Upon picking up the key, you will have to sign the Key Log that you have received your key(s). Upon termination of employment, it is your responsibility to return the key to the City Clerk and sign and date the Key Log that you have returned your key. **Failure to return your key upon request or leaving the City's employment will assess a \$500 key replacement/re-key fee to you.** Also, no key shall be transferred from one person to another without first being returned to the City Clerk for appropriate re-issue. Each key is stamped with a unique number and issued by number to a specific employee.

Administration recognizes that the Public Works Director has responsibility for maintaining spaces, including building systems, and as such, they require access to spaces occupied by others. Keys issued to Public Works employees for spaces other than Public Works occupied spaces must be approved by the department (Administration, Harbor, or Public Safety) occupying the space or facility.

Please note that all keys referred to in this policy are the property of the City of Whittier and are not to be duplicated by anyone other than by the direction of the Assistant City Manager or the City Manager. Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate disciplinary action.

How do I return my Keys?

Upon termination of your employment, all your keys must be immediately returned to the City Clerk. Failure to return keys upon termination/separation may result in holding you responsible for the cost to re-key a room, office, or building (or buildings). In addition, failure to return issued key(s) will result in a minimum of a \$500 fee per key needing to be replaced.

CAN I BRING MY DOG (OR PET) TO WORK?

No – unless otherwise required by law. Your pet may also not be tied up to, or in, a City vehicle or on City property while you are at work.

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USE OF CITY-ISSUED EQUIPMENT

As part of the City of Whittier team, the City relies on you to help keep all City-owned equipment in the best possible working condition. This is best accomplished by ensuring proper use of such property and networks.

The City defines property in this section as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of the City or any person acting as its agent. You should not expect any privacy on City premises or when using City property or networks, except that which is required by law.

General Guidelines

The expectation is that you will maintain your work environment in an orderly fashion and follow all City rules to ensure its proper use and maintenance.

- If you are found to have neglected or misused City property, you will be subject to disciplinary action up to and including termination.
- If your misuse of City property damages the property, the City reserves the right to require you to pay all or part of the cost to repair or replace the property.
- Misappropriation of City property is grounds for immediate termination and possible criminal action.

City property (including computers, telephones, cellphones, copiers, fax machines, Internet services, and printers) is intended for business use only. Limited personal use as necessary is allowable but should be the exception and not the rule. The City reserves the right to discipline you for excessive personal use of City property.

Upon termination, all City property must be returned in proper working order. City cell phones should **not** be “factory reset” as the City owns any and all information within a City-issued cell phone. You may be held financially responsible for any and all lost or damaged property, including any costs associated with retrieving information from your cell phone should you factory reset it upon termination of your employment. Failure to return equipment will be considered theft and may lead to criminal prosecution by the City.

CELL PHONES

City-Issued Cell Phones

The City will issue you a cell phone if you are always required to be in close contact with the City. You should not purchase equipment on your own. City-issued cell phones are generally provided if you are at the Director level or above. If you are issued a City-owned cell phone for work, you will need to read and sign the City-Issued Cell Phone form upon receipt of your work cell phone.

All City-provided cell phones are the property of the City, and you must comply with any City request to make your City-issued cell phone available for any reason including upgrades, replacement, or inspection. Upon termination of your employment, City cell phones should **not** be “factory reset” as the City owns any and all information within a City-issued cell phone. Costs to repair, replace, or retrieve information from your City-issued cell phone may be deducted from your final paycheck.

You are responsible for repairing or replacing your City-issued cell phone for any negligent damage, beyond normal wear and tear. The City’s expectation is that your City-issued cell phone will have an appropriate phone protecting case and screen saver to minimize and/or avoid damage should the phone be dropped. Failure to have a case/screen protector on your City-issued cell phone will be deemed negligent and you will be responsible for replacing or repairing the phone if damaged as a result.

CITY OF WHITTIER

CITY-ISSUED CELL PHONE FORM

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Please review the following information regarding your City-issued cell phone. If you have questions, please contact your supervisor or Administration as soon as possible.

EMPLOYEE NAME: _____

CELL PHONE MAKE AND MODEL: _____

DATE ISSUED: _____

General Guidelines

- All City-provided cell phones are the property of the City, and you must comply with any City request to make your City-issued cell phone available for any reason including upgrades, replacement, or inspection.
- You are expected to maintain your work cell phone in good working order and follow all City rules to ensure its proper use and maintenance.
- You are responsible for repairing or replacing your City-issued cell phone for any negligent damage, beyond normal wear and tear.
- Your City-issued cell phone must have an appropriate phone protecting case and screen protector to minimize and/or avoid damage should the phone be dropped.
 - Failure to have a case/screen protector on your City-issued cell phone will be deemed negligent and you will be responsible for replacing or repairing the phone if damaged as a result.
- Your City-issued cell phone must be protected by a password. You agree to never disclose your password to anyone.
- Upon termination of your employment, City cell phones should not be "factory reset" as the City owns any and all information within a City-issued cell phone.
- **Costs to repair, replace, or retrieve information from your City-issued cell phone may be deducted from your paycheck.**
- You should not expect any privacy when using City-issued cell phones, except that which is required by law.

DATE RETURNED: _____

I have asked any questions I have regarding the provisions and expectations listed on this form and those questions have been answered to my satisfaction; otherwise, I have read and fully understand the provisions and expectations listed above for my City-issued cell phone.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

Personal Cell Phones

While at work, you are expected to exercise discretion in using your personal cell phone. Personal calls during the workday, unless on break, are not permitted. Flexibility will be provided in circumstances requiring immediate attention or in the case of an emergency.

HOW AND WHEN DO I GET PAID?

Paychecks are issued bi-weekly, on Fridays based on timesheets received by the City. The City pays employees through direct deposit, and therefore requests that banking information be provided to Administration at the time of hire, or within three business days of a change in banking information, in order for payroll to be processed in a timely manner. If you have any concerns regarding direct deposit, please raise them to Administration as soon as possible.

Timesheets are turned in to your supervisor no later than the end of your final shift at the end of a pay period to receive payment for that period. Please make sure you are submitting an accurate timesheet that reflects all your hours worked and/or leave taken as paychecks reflect only documented hours. Failure to submit a timesheet by the end of your last shift of the pay period and/or submitting an inaccurate timesheet may result in your pay being delayed until the next pay period. [Flex time must be earned and used within a single pay period and cannot be carried over to a future pay period. Flex time should be recorded on the timesheet as "Flex Earned - worked" or "Flex Used – not worked"; neither of those line items are compensable, but assist in accurately recording the timesheet. For example, an employee who works a regular 8 hour day plus 2 extra hours on Monday will record 8 hours of Straight Time and 2 hours of "Flex Time Earned". They will be paid 8 hours for that day \(rather than the 10 hours they worked\). An employee who uses their 2 hours of earned flex time on Tuesday will record 8 hours of Straight Time and 2 hours of "Flex Time Used". They will be paid 8 hours for that day \(rather than the 6 hours they worked\). The Flex Time of + 2 hours and – 2 hours nets to zero at the end of the pay period. Any remaining Flex Time earned at the end of a pay period will be converted to overtime; any excess Flex Time used at the end of the pay period will be converted to annual leave.](#)

Directors - approved timesheets (completed and approved by you and your employee) must be submitted to Administration no later than noon on the Monday following the end of the pay period, unless notified of a change in the processing date.

ANYTHING ELSE I SHOULD KNOW ABOUT SALARY ADMINISTRATION?

The City's pay plan is based on the principle of equal pay for equal work. The City manager administers the pay plan and keeps it current through periodic reviews and comparative studies of pay and in consultation with City Council. Entrance pay is normally at the minimum rate in the pay range prescribed for the class although a Director may offer a salary above the entrance rate if there are no qualified candidates available at the entrance rate or if the hire has exceptional qualifications. A director may also offer a rate below the minimum rate for the class on a trainee basis.

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Transfers

If you are transferred from one class to another with a common pay range, you will continue to receive the same rate of pay. If you are promoted to a class having higher pay, you will receive an increase of not less than one step. If you are reassigned for cause or for administrative purposes, your rate of pay will be adjusted according to the principle of equal pay for equal work. If you are temporarily assigned to a position in a higher pay range for a period of 30 calendar days or more, you shall be paid at the first step

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of the higher pay range or shall be granted a one-step increase, whichever is higher, for the full period worked in the temporary assignment. If you are temporarily assigned to a position with a lower pay range for any period, you will not receive a reduction in pay. Please note temporary assignments may not last more than 6 months.

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DO WE GET A COST OF LIVING (COLA) ADJUSTMENT?

A cost-of-living salary increase may be given by the City Council upon the recommendation of the City Manager. If City Council approves a cost-of-living increase, the increase may reflect the percentage increase as reflected by the cost-of-living adjustment for the Anchorage-area as determined by the US Bureau of Labor Statistics. Cost-of-living increases are effective beginning the first day of a pay period.

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DOES THE CITY OFFER RETIREMENT?

Yes! The City participates in the State of Alaska Public Employees Retirement System (PERS). PERS coverage is mandatory for all full-time regular employees, part-time regular employees, and probationary employees in full-time and part-time positions, unless a particular position has been removed from PERS by Resolution of the Whittier City Council.

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DO I HAVE TO REPORT OUTSIDE EMPLOYMENT?

Yes. It is important the City be informed of who is working where and the nature of the business to determine and avoid any potential conflicts that may exist.

All outside employment must be approved in advance by your department director and the City Manager. Any outside employment that is deemed to conflict with your job duties, or to affect your ability to carry out your regular job duties or is considered to represent a conflict of interest as determined by the department director and City Manager, will result in your being asked to choose between leaving employment with the City or terminating the outside employment.

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Commented [25]: 2.70.700(A)

Please note that the following types of other employment are considered against the City's interest and adversely affect your availability and usefulness:

1. Preparation of financial reports subject to City review;
2. Directors or supervisory personnel who serve as an officer of any union or association of City employees other than on representing such a supervisory position;
3. Actively participating in the management of any business organization that gets, or is attempting to get, funds or business from the City.

You should submit written notice that includes the name of the business, your job title for the business, nature of the job duties, and hours worked for the business to your supervisor who will then review the notice with the City Manager. If you are involved in a home industry or sales operations, please state the name of the business, your approximate hours worked per week, and describe the nature of the business.

Such notice will be added to your personnel file after the City Manager approves. You may confirm with Administration whether the City currently maintains a notice of outside employment in your personnel file.

OVERTIME – HOW DOES IT WORK?

The City pays overtime wages to all non-exempt employees in accordance with the methods established by the Fair Labor Standards Act and Alaska law, as may be applicable. Exempt employees are not eligible for overtime payment under any circumstance.

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Overtime is paid at the rate of time and one-half of your rate of pay for all hours worked over 40 per week, except for fire and law enforcement personnel. If you enter into a flexible work agreement in which you work 4-10s or 4-9s + 4 so that you work 40 hours per week in less than five 8-hour workdays, you will receive overtime pay for any work done in excess of 40-hours for the workweek.

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If you work during a City-recognized holiday and are a non-exempt employee, you will be paid time and one half your rate of pay for hours worked during the holiday plus holiday pay at your normal rate. This means you will be paid a total of two times and one half your normal rate of pay for holiday hours worked.

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Please note that the time and a half pay is only applicable to a City-recognized holiday. An employee who works the actual holiday and the City-recognized holiday will only get time and a half on the City-recognized holiday. You might be granted an alternate paid day off, if so granted by your department director. An employee who shifts their holiday to an alternate day, does not receive overtime pay for the actual holiday worked.

Your Director must approve any necessary overtime hours before they are worked unless there is an emergency such that overtime could not be approved beforehand. If you are responding to an emergency, you will be responsible for recording your overtime hours on your timesheet.

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The City *may* allow you to flex your time upon mutual agreement between the worker and your supervisor. For example, if you wish to take four hours off on Friday to go to the doctor and you ask to work an extra hour each day for four days to make up the time off on that Friday, that flex time may be allowed, without eligibility for overtime. Please know, though, that the City will never request that you flex your time to avoid paying overtime; flex time in lieu of overtime is only at the employee's request.

Public Safety Exceptions to Overtime Rules

Police Officers may elect to work seven (7) days, 12-hours per day, for a 14-day work period. An officer electing such a work schedule will not be paid overtime for the four (4) hours more than 8-hours per workday nor for the four (4) hours more than an 80-hour, 14-day work period. However, overtime at the rate of time and one-half will be paid for any time worked more than 12-hours per workday or 84-hours in a 14-day work period.

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<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/whdfs8.pdf>

EMS staff may elect to work four (4) days, 10-hours per day, for a seven (7)-day work week. An EMS staff person electing such a work schedule will not be paid overtime for the two (2) hours more than 8-hours per workday. However, overtime at the rate of time and one-half will be paid for any time worked more than 10-hours per workday or 80-hours in a 14-day work period.

NOTE: Please review the section "Public Safety and Flextime Holiday Rules" for information on how a non-traditional schedule impacts time off during a City-observed holiday.

Call-Out Pay

If you are classified as non-exempt and you are called to work outside your normal work shift, you are entitled to receive a minimum payment of two (2)-hours at your applicable overtime rate.

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WHAT IS THE BUSINESS ATMOSPHERE IN THE PUBLIC SAFETY BUILDING?

The Public Safety Building (or City Hall) can be a busy place, especially during summer. It can quickly become disorderly when there are several people congregating in one small place, whether they are conducting business or otherwise. With the number of people in and out of the Public Safety Building each day, it is our goal to maintain a business atmosphere in the workplace. To help alleviate some of the congestion and promote a business atmosphere, you can:

- Use the phone and interoffice mail for work related tasks
- Conduct business at your desk
- Keep personal business for personal time
- Refrain from using your personal cell phone while on duty; and
- Refrain from non-business-related use of the internet during business hours

You are encouraged to use break times as periods to stretch, rejuvenate, and conduct personal business.

If you have any suggestions on how to improve the business atmosphere, please discuss them with your supervisor.

WHAT IS NEPOTISM IN THE WORKPLACE?

Nepotism is the practice of showing preference towards family or friends and often occurs in the workplace when a supervisor picks someone they know for a position or promotion – or in some other way shows favoritism in the workplace towards the family member or friend.

Although Whittier Municipal Code is silent on the issue of nepotism in the workplace, it is the City's position that utmost care and consideration should be given to situations where a person may be employed in a position supervised by a family member. Conflicts may arise when a family member is required or authorized to review the work, personnel documents, expense accounts, or time records of another family member. For purposes of this issue, a family member is defined as: a spouse; parents; stepparents; brothers, sisters, and their spouses; stepbrothers, stepsisters, and their spouses; children and their spouses; father-in-law; mother-in-law, sister-in-law; brother-in-law; grandparents and their spouses; stepchildren and their spouses; grand-stepchildren and their children; aunts; uncles; nieces; nephews; and persons residing in the same household as the employee.

The current policy for hiring and promotion with the City is that family members as outlined above cannot be hired within a department where another relative is employed within the supervisory chain of command.

Regarding familial or household relationships existing prior to the implementation of this policy, no further promotions within the department will be available to the subordinate employee so long as the

conflict continues to exist. In implementing this policy, seasonal employees may be grandfathered, and such employees may continue to return to work for the City.

Any affected employees are eligible to transfer to other departments if they otherwise meet the requirements of the job, pursuant to the regular hiring process. Regarding existing employees, the current policy of not having family members participate in review of work, personnel documents, expense accounts, or time records will remain in place and be strictly enforced.

While recognizing the City's duty to hire the most qualified candidates, which may include hiring individuals meeting the definition of "family members," it is also the duty of the City to operate with the highest ethical standards, both in actuality and appearance.

HOW ARE EMPLOYEE EVALUATIONS DONE?

You and your supervisor are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. After initial hire, you will enter a probationary period that allows you and your supervisor to discuss job responsibilities, standards, and performance requirements of the new position. Ten days before completion of your probationary period, a formal performance evaluation will be conducted. If you earn at least a satisfactory on this evaluation, you will receive regular status.

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Thereafter, your employee evaluation occurs annually by October 31. You will be eligible for a merit increase beginning with your first annual evaluation that occurs after completion of your probationary period evaluation. You earn a merit raise only if you receive a total evaluation score of "4" or higher and such a raise has been budgeted for. Such merit increases will be effective the first day of the first pay period following approval by the City Manager. Performance evaluations may also be used in decisions affecting promotions, assignments, dismissals, order of layoff, order of reemployment, placement, and training needs.

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Performance evaluations are not intended to replace or diminish day-to-day feedback from your supervisor to you. In fact, performance evaluations should strengthen the relationship between you and your supervisor by reinforcing topics and directions of performance that have already been discussed.

[A department head may not retroactively discipline an employee for an act or behavior that occurred more than one year prior to the start date of the current evaluation period, unless that act or behavior was not made known to the City until the current evaluation period, and unless that act or behavior involved activity that broke the law or violated a provision of Whittier Municipal Code.](#)

Procedure

The evaluation process begins in late September or early October. Administration will distribute the Annual Performance Appraisal Form to the City Manager and department directors.

Each director will distribute the forms with the following instructions to their staff:

"Attached to this (email / memo) is an annual review form. Here is the process for completing annual reviews:

1. *Take time to carefully review the form. Note the Rating Key, areas of evaluation, etc.*

2. Fill out a self-assessment. Use as much detail as possible. Return the self-assessment to your supervisor.
3. Once the supervisor reviews your self-assessment they will complete a formal evaluation.
4. A time will be set for your review.
5. The employee and the supervisor will meet one-on-one and discuss the evaluation.
6. Completed forms will be signed and forwarded to the City Manager.

All completed forms are due to the City Manager by October 31st.

Sincerely..."

PROGRESSIVE DISCIPLINE – WHEN WORK RULES ARE VIOLATED

All regular employees are subject to a progressive discipline policy that includes procedures that are used when you violate a workplace rule ([for example, violations of Whittier Municipal Code 2.70](#)). Most situations merit progressive discipline; however, the City reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some factors that are considered are whether the offense is repeated despite coaching, counseling, or training; your work record; and the impact the conduct and/or performance issues have on the organization and/or other employees.

Probationary employees fall outside the City's requirement for progressive discipline. Probationary employees cannot grieve nor are they due progressive discipline; however, the City will follow legal requirements for due process. A probationary employee may present Administration any relevant information in their defense against disciplinary action taken against them.

Step 1: Counseling and Verbal Warning

This step creates an opportunity for your supervisor to talk to you about your existing performance, conduct, or attendance issue(s). Your supervisor will discuss with you the nature of the problem or the violation of the City's policies and procedures. Your supervisor should clearly describe workplace expectations and steps you must take to improve your performance or resolve the problem.

Step 2: Written Warning

This step involves more formal documentation of the performance, conduct, or attendance issues and their consequences. During this step, your supervisor and the Assistant City Manager will meet with you to review any additional incidents or information about your performance, conduct, or attendance issue(s) as well as any previous relevant corrective action plans. Your supervisor and the Assistant City Manager will outline the consequences if you continue to fail to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring your immediate and sustained corrective action will be issued within five (5) business days of the Step 2 meeting. The written warning may include a statement stating that you may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

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Step 3: Suspension and Final Written Warning

Some performance, conduct, or safety incidents are so problematic and harmful that the most effective

action may be to temporarily remove you from the workplace. When immediate action is required to ensure your safety and/or the safety of others, your immediate supervisor may suspend you pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy are subject to approval from the City Manager.

Depending on the seriousness of the infraction, you may be suspended without pay in full day increments consistent with federal, state, and local wage and hour employment laws. Nonexempt/hourly employees may not substitute, or use accrued paid vacation or sick days in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. Administration will provide guidance to ensure discipline is administered without jeopardizing the FLSA exemption status.

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Pay may be restored to you if an investigation of the incident or infraction absolves you of wrongdoing.

Step 4: Recommendation for Termination of Employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, the City will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning, or suspending you from the workplace before proceeding to a recommendation to terminate employment. However, the City reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, you may be terminated without prior notice or disciplinary action for just cause, including but not limited to theft of property, inefficiency, insubordination, habitual tardiness, unexcused absences, and use of or influence from intoxicating beverages or drugs while on duty.

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If a Director recommends terminating employment, such an action must be approved by the City Manager.

Appeals Process

You will have the opportunity to present information to dispute information management has used to issue a disciplinary action. You will be allowed this opportunity to provide insight as to any extenuating circumstances that may have contributed to your performance or conduct issues. You may share such information during any Disciplinary Step meeting. If you have arrived at Step 4, you will be notified of the day and time of a meeting with Administration and your supervising Director to share your information. If you do not present this information during any of the step meetings and/or the Step 4 meeting with Administration, you will be deemed to have waived your opportunity to share such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may also be reported to local law enforcement authorities.

Theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Similarly, if Administration loses complete confidence in an exempt employee, Administration may move to terminate immediately without following any progressive discipline steps.

Documentation

You will be provided copies of all progressive discipline documentation, including all PIPs. You will be asked to sign copies of this documentation attesting to your receipt and understanding of the corrective action(s) outlined within those documents.

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Copies of these documents will be placed in your personnel file.

IF YOU HAVE A GRIEVANCE – WHAT NEXT?

The City strives to treat you equitably and fairly in matters pertaining to your employment. If you have a problem with your employment, you should first discuss this problem with your supervisor. If the problem is not resolved, or steps are not taken to resolve the problem, then you have the right to present a written grievance to Administration without fear of retaliation. You shall not be disciplined or discriminated against in any way because of your proper use of the grievance procedures.

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Probationary employees are not included in the class of City employee that can grieve an employment problem.

What is a grievance?

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A grievance is:

- A written complaint
- By you (or a group of employees)
- That alleges a violation of a section or sections of the Whittier Municipal Code (WMC), personnel rules and regulations, or department rules and regulations
- Which pertain to the terms or conditions of employment by the City
- And are within the scope of the grievance procedure established by WMC.

Your employee performance evaluation is not grievable.

How are grievances handled?

The steps in the grievance process are as follows:

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1. You (or a group of employees) present your grievance orally to your Director within five (5) days of the event leading to the grievance (not counting the day the occurrence happened).
 - Your Director will give you an oral reply within three (3) workdays of the date you present the oral grievance (not counting the day of presentation).
2. If the grievance is not settled in Step 1, you are responsible for putting the grievance in writing (include the date and your signature (and the signature of other employees, if appropriate, on your letter) and present the letter to your Director within five (5) workdays after receiving their oral reply.
 - Your Director will reply in writing to the written grievance within five (5) days of your presentation of the written grievance (not counting the day of the presentation).

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3. If the grievance is not settled in Step 2, the written grievance should be presented (along with all pertinent correspondence, records, and relevant information) to the City Manager. Presenting this information to the City Manager must be done within five (5) workdays after your Director's written response is made (not including the day of the response).

- The Director shall receive a copy of the grievance.
- The City Manager may meet with you (and any other aggrieved employee) and your Director.
- The City Manager will reply to the grievance in writing within five (5) workdays of the date of presentation (not counting the date of presentation).
- For any grievance not involving a substantive disciplinary action (unpaid suspension of more than one week, demotion or termination of employment) and not involving the violation, misapplication, or interpretation or neglect of federal, state, or city code, the decision of the city manager is final.

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4. For all substantive disciplinary actions (unpaid suspension of more than one week, demotion or termination of employment) and not involving the violation, misapplication, or interpretation or neglect of federal, state, or city code, if you are not satisfied with the City Manager's decision, within five (5) days of receipt of the decision you may request an arbitration hearing. The procedure for requesting and participating in an arbitration hearing are found in Whittier Municipal Code 2.70.495, hearing before the grievance committee.

- ~~The grievance committee shall include the Assistant City Manager, two Directors not involved in the grievance, an employee from a different department, and a member of City Council.~~
- ~~All grievance committee proceedings shall be informal yet strictly confidential. Technical rules regarding evidence and witnesses shall not apply.~~
- ~~The grievance committee shall conduct the hearing as quickly as it can be convened and in a manner conducive to obtaining a clear understanding of all the facts.~~
- ~~The grievance committee shall submit a written report of its findings and determinations to all interested parties within 10 workdays after hearing the last testimony.~~

If your grievance involves an act or a failure to act of a department director, the grievance process will begin at step two (2) above.

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If your grievance involves an act or a failure to act of the City Manager, the grievance process will begin at step three (3) above.

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All appeals of disciplinary action shall be initiated at step three (3) above.

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Employee Representation

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You have an opportunity to be represented at each of the above steps. At Steps 1 and/or 2, you may choose a full-time employee of the City to accompany you. At Steps 3 and/or 4, any representative of your choice may accompany you.

You may only contact and discuss the grievance issues with your representative during break periods, lunch hours, before or after work, or at any other time when neither of you is on duty.

Grievance hearings may be held during work hours.

Time Limits

You must initiate the grievance process within the time limits established above or you are considered to have waived your right to grieve the particular violation – and initiating a grievance for the same act or omission is thereafter barred.

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You must take the grievance to the next step within the time limits established above or the grievance shall be considered settled based on the last reply made and received in accordance with the last step taken.

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If the City fails to meet or answer any grievance within the time limits established above, your grievance will automatically move to the next Step. If the City fails to meet or answer any grievance on Step 4 within the time limits established in that section, you may consider the City's last action on the grievance the City's final step within this administrative grievance process.

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Extending the Time Limits

If you and the City both agree, the time limits outlined for beginning and/or completing a Step in the grievance process may be extended. Likewise, any Step in the grievance procedure may be eliminated by mutual consent. Mutual consent must be in writing and signed by all applicable parties.

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WHEN YOU NEED TIME OFF

Annual Leave

You are entitled to annual leave accrual benefits. Depending on your years of service, regular full-time employees accrue annual leave at the following rates:

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0 – 2 Years:	16 hours per month
2 – 5 Years:	18 hours per month
6 – 10 Years:	20 hours per month
11 or more Years:	22 hours per month

If you are a regular part-time employee, you accrue annual leave based on the proportion of actual hours worked to the number of normal duty hours in a month for a full-time employee.

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Temporary/seasonal employees do not accrue annual leave.

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If you are under a probationary period, you shall receive credit for leave accrued since the date of your appointment upon satisfactory completion of your probation. This leave is due and usable once you finish probation except for police officers whose leave balance shall be due and usable following ninety (90) days of employment. If you fail to complete probation, you are not entitled to receive accrued annual leave.

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Once you have accrued sufficient leave and would like to take time off, you need to fill out a Leave Request form and submit that to your Director at least two workweeks before you intend to take time off. Your Director will let you know as soon as is practicable whether your request has been approved.

You must take a minimum of 80 hours of paid time off per year. If you are a new employee, this provision does not apply until January 1 of the calendar year following your date of hire. Please note that the

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maximum number of hours of annual leave that may be carried over after December 31 of each year is ~~600~~ 240 hours.

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Department directors are responsible for ensuring vacation planning within their department is scheduled in such a way so that you have an opportunity to use your leave when you most want to use it without your absence causing a negative workflow disruption within their department. It is also the department director's responsibility to ensure that you take the minimum annual leave required by Whittier Municipal Code. If you fail to take the required minimum leave within a calendar year, your department director shall provide written justification to the City Manager and that written justification will be made part of your personnel file. If a waiver is allowed based on the employee not taking the required minimum of 80 hours of paid time off per year, that does not increase the maximum number of hours of annual leave that may be carried over after December 31 of each year.

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Sick Leave

~~All regular full- and part-time employees are entitled to sick leave accrual benefits. Regular full-time employees accrue sick leave at the rate of eight (8) hours per month. If you are a regular part-time employee, you accrue sick leave based on the proportion of actual hours worked to the number of normal duty hours in a month for a full-time employee.~~

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If you are absent from work due to an illness more than three business days or one requiring hospitalization, you will be required to submit medical documentation signed by a physician or physician assistant of your fitness and release to return to work.

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If you are sick or otherwise have an emergency and cannot fill a Leave Request prior to needing time off, you should call your Director as soon as possible. If your Director is not available, you should call Administration as soon as possible.

Carrying Over Paid Time Off and Cash in Lieu

You cannot have more than ~~600~~ 240 hours of annual leave in your leave bank. When you have more than ~~600~~ 240 hours of annual leave, you are required to submit a request to cash in any number of leave hours (at your regular rate of pay) so that the remaining balance is less than ~~600~~ 240 hours (at the end of the year) but not less than 80 hours. If you plan on cashing out some of your leave, your request must be submitted to the finance director by November 15 to be paid with the first regular payroll of December. Please note that you are still required to take at least 80 hours of leave per year and this section in no way diminishes or alleviates that requirement.

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If You Are Terminated or Resign From Your Employment

If you are terminated or resign from your City employment, you will be paid your full accrued annual paid time off balance at your regular rate of pay, unless you are in an initial probationary status. Employees in an initial probationary status are not paid any accrued leave if their separation occurs while they are still in such a probationary period. Accrued leave is paid in a lump sum.

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Military Leave

If you are a member of a United States reserve component, either as active military service or in military training, and you must be absent from work to participate in such duty, your leave will be authorized as required by law.

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Jury Duty

Jury duty is treated like administrative leave without loss of leave or pay. If you are subpoenaed as a witness on behalf of the City or called as an expert on a matter of City concern or a matter that relates to a municipal function, your absence will be treated the same as jury duty.

To qualify for jury leave, you need to provide written proof of the requirement of your presence for the hours claimed to your supervisor. Fees paid by the court (other than travel and subsistence allowance) shall be turned in to the City for deposit into the general fund. You may keep any fees paid by the court for court duty occurring during any of your normal, nonworking days.

If you are called to be a witness for any purpose other than what is stated in this section, you are required to take paid time off or leave without pay. You may keep any fees paid by the court for such a circumstance.

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Bereavement Leave

You are entitled to three paid working days off in case of a death in your immediate family. "Immediate family" is defined as mother, father, brother, sister, wife, husband, grandmother, grandfather, children, grandchildren, or stepchildren.

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Leave Donations

If you are recovering from an accident or illness and have exhausted your accrued paid time off, other employees may donate leave hours to you. Again – you must have exhausted all your accrued leave to qualify for this assistance and your department head must recommend, and the City Manager approve, the request for donated leave. Donated leave will be on a dollar-per-dollar basis. For example, if someone earns \$20 an hour and they donate an hour of leave to an employee who earns \$10 an hour, the employee earning \$10 an hour will receive two leave hours. Another example is if the employee earning \$10 wants to donate an hour of leave to the employee earning \$20 an hour, the employee earning \$20 an hour will receive half an hour of leave.

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Administrative (Paid) Leave

In certain circumstances, the City Manager may approve paid administrative leave. A need for such leave is determined on a case-by-case basis and is paid at your regular rate of pay.

Leave Without Pay

You may be granted leave without pay as required by law. No benefits will accrue while on leave without pay, except insurance, which will continue to be paid for 30 days or as required by law, whichever is greater.

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Unauthorized Leave

Any absence not authorized and approved in accordance with provisions of these policies shall be without pay for the period of absence and shall be grounds for disciplinary action.

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Job Abandonment

The City expects you to report for work on time for every scheduled shift. If you are unable to report to work at the designated time, you are required to notify your supervisor as soon as practicable, but no later than your scheduled start time. If you fail to report to work for three consecutive business days

without notifying your director or the Administration of your absence, you will be considered as having voluntarily resigned because of job abandonment.

If you are unable to contact the City for any absence, you should ask a representative (such as a family member or friend) to do so on your behalf. If you or a representative are unable to contact the City due to extreme circumstances (such as a medical emergency or natural disaster that prohibits you or your representative from contacting the City within three days), you or your representative must contact the City as soon as practicable to explain the situation. In extreme circumstances, the City will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

WORKERS' COMPENSATION

You are covered under the provisions of workers' compensation laws. If you are injured in the course and scope of your work duties with the City, we want to make sure you receive timely access to all the benefits as prescribed by workers' compensation laws. Workers' compensation covers eligible, reasonable and necessary, medical expenses and may provide a portion weekly income for lost time from work due to an accident or an illness deemed compensable, in accordance with the Alaska Workers Compensation Act. Please note that to be eligible for workers' compensation benefits, you are required by Alaska State law to report your on-the-job injury to the City immediately (same day or as soon as possible) so the City can timely report to the insurance company and the State. Failure to timely report may disqualify you from workers compensation benefits.

This policy applies to all City employees.

Investigating a Work-Related Injury or Illness

Your supervisor or the appropriate staff must investigate your claim of a work-related injury or illness and complete the Employee Report of Occupational Injury or Illness to Employer form, with your assistance (where possible), as soon as practicable (within twenty-four (24) hours of receiving notice of a work-related illness or injury). Your supervisor or appropriate staff must complete the form whenever you suffer a work-related injury or illness, even if you did not lose time from work on account of the injury or illness, and even if you do not intend to pursue a workers' compensation claim.

Other Leave Accounts

Sick and/or Annual Leave. You may elect to take ~~sick leave or~~ annual leave to supplement your workers' compensation payments. Please know that the combination of workers' compensation payments and any leave benefit you take cannot equal to more than your gross weekly wage at the time of your injury.

AFLA Leave/Disability Accommodation Leave. Workers' compensation leave will count against your AFLA leave entitlement, if eligible, up to 18 weeks of unpaid leave during a 12-month period. AFLA leave and workers' compensation leave run concurrently and the substitution of paid leave for unpaid leave does not extend the maximum AFLA leave period.

Scheduled Holidays/City Closures. Unless otherwise provided under City policy, you will not receive pay for a scheduled holiday or City closure where you are exclusively receiving workers' compensation benefits.

Long Term Disability Benefits. You may be eligible for long-term disability benefits in accordance with the terms of any applicable plans in place at the time of any qualifying event. Employees are encouraged

to purchase voluntary long-term disability benefits through supplemental insurance (such as AFLAC) available to employees to purchase on their own.

Return to Work

When you seek to return to work from a work-related injury, you will be required to provide the City written confirmation from your medical provider of your ability to return to work, with or without restrictions. Such documentation shall consist of the medical provider completing either the “Work Related Injury / Illness – Physician’s Status Report,” or an equivalent form that at a minimum identifies any restrictions (including the basis for and duration of such restrictions). Administration will consult with your director to address the prescribed restrictions, in accordance with applicable law. Administration will also consider the appropriateness of the Whittier Light Duty Program.

CITY OF WHITTIER LIGHT DUTY PROGRAM

The City has a Light Duty Program to help injured workers return to work when appropriate. Through the Light Duty Program, an employee may be provided a temporary work assignment within their physical capabilities as determined by a doctor – whether injured on or off the job, or recovering from, or being treated for, an illness or other temporary medical condition, at the City’s discretion.

How It Works

If your doctor releases you to return to work but puts temporary limitations that significantly reduce your ability to perform your normal duties, you may be required to participate in the Light Duty Program to the extent the City has such tasks available.

Based on the City’s scheduling needs, you may be assigned a Light Duty position in a department other than your home department. Your regular rate of pay shall continue to be paid by the home department, commensurate with the scheduled work performed.

If the limitations include reduced work hours, you will be paid for the hours worked and the remaining hours of the day will be charged to your annual/sick leave balance **or** worker’s compensation payment **or** leave without pay, as appropriate for each specific case. These hours may be counted as Alaska Family Leave Act (AFLA) hours, if applicable by law.

When your doctor releases you to return to your full, unlimited duties, you must submit a “fit for duty” certificate by your doctor before returning to full unlimited duties. You need to immediately notify your supervisor in your home department and your temporary department, if different, to arrange returning to your full regular duties and work schedule. Again – *you are prohibited from returning to full duty without submitting a “fit for duty” certificate after being on Light Duty.* Your failure to report for your regular work in a timely manner, once released to do so by the attending physician, may result in disciplinary action up to and including termination.

Light duty assignments may not exceed two (2) months without an evaluation, as described in this paragraph. If at the end of two (2) months you are unable to return to full regular duty (as certified by the employee’s attending physician), the City Manager, Assistant City Manager, and Department Director will confer with you to consider a job change or extension of the Light Duty assignment not to exceed one (1) month. If at the end of a total of three (3) months of light duty you have not been placed in another

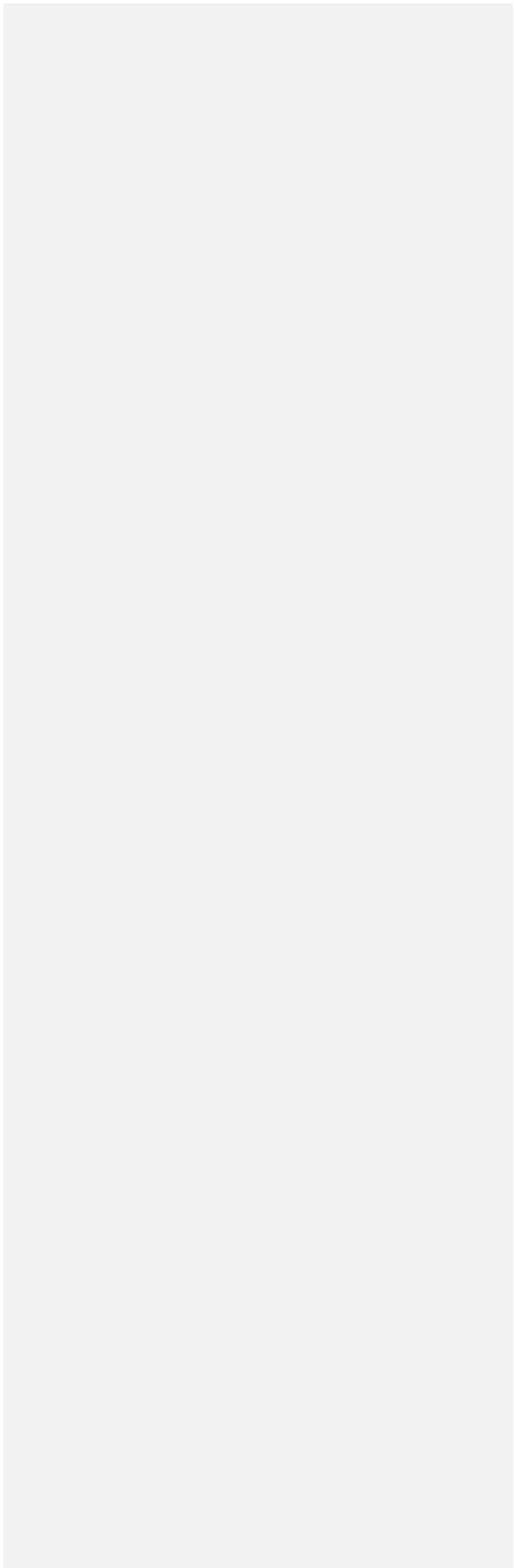
position and are still unable to return to your full regular position, the situation will be evaluated, and you may be terminated.

Please note, the Light Duty Program is not a guarantee of regular continued employment. Termination of employment does not preclude the provision of Worker's Compensation benefits for which you may be eligible.

Procedures for Implementation

1. When you are injured on the job, Administration will provide you with a copy of your job description, a copy of the Light Duty Program and the Light Duty Program Guidelines, which you shall provide to the attending physician.
2. If you are injured off the job or recovering from or being treated for an illness or other temporary medical condition, Administration will provide you with a copy of the Light Duty Program and the Light Duty Program Guidelines which you need to provide to the attending physician.
3. The attending physician should complete the Light Duty Program Guidelines outlining which duties you are able to perform.
4. If you are injured on the job, the completed Light Duty Program Guidelines shall be returned to Administration who will then forward the information to your workers' compensation file.
5. If you are injured off the job or recovering from or being treated for an illness or other temporary medical condition, the completed Light Duty Program Guidelines shall be returned to Administration who will then forward the information to your supervisor. The Light Duty Program Guidelines shall be filed in your medical file.
6. The supervisor may assign you a Light Duty assignment, if available, in accordance with the attending physician's specification. You will remain on Light Duty until the attending physician authorizes you to return to full duty or until the two (2) months evaluation, whichever is earlier.

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CITY OF WHITTIER LIGHT DUTY PROGRAM GUIDELINES

Please review the employee's job description and circle the appropriate area that best suits the type of work the employee can perform according to his or her injury. You may modify the general category to meet the individual needs of the employee.

DATE OF INJURY: _____

EMPLOYEE NAME: _____

Doctor, please circle the paragraph best describing the employee's ability to work.

- Medium Work - employee may be required to lift loads up to 50 pounds and carry loads up to 25 pounds on a frequent basis. The employee may have frequent tasks involving standing, walking, and sitting.
- Light Duty Work - employee may be required to occasionally lift and carry loads which do not exceed 20 pounds. Work duties require some walking, standing, and/or pushing and pulling motions. Most of the workday would involve sedentary work.
- Sedentary Work - employee may be required to occasionally lift materials which do not exceed 10 pounds. The work will mostly require sitting at a desk or console; however, a certain amount of mobility is required. Workers may be required to stand and walk, or move themselves using physical support such as canes, crutches, walkers, or wheelchairs.

RESTRICTION UNTIL: _____

PROJECTED DATE EMPLOYEE WILL RETURN TO FULL DUTY: _____

DATE OF NEXT EVALUATION: _____

SPECIAL INSTRUCTIONS:

Attending Physician's Name: _____

Date: _____

WHITTIER EMPLOYEE
ACKNOWLEDGEMENT OF WORK RESTRICTIONS

I, _____ (Employee Name) understand that my treating physician has release me to return to work as of _____ (Date) with the following restrictions:

I understand that under no circumstances am I permitted to perform job duties that require me to violate the above listed restrictions. Should such job duties need to be performed, I will ask or delegate another team member to perform them, I understand that my inability to perform these motions at this time will not be taken into account when my performance is reviewed, and I will not be retaliated against based on my current medical status or work restrictions. Should I have any concerns in this regard, I will immediately bring them to the attention of Administration.

I understand the restrictions listed here and agree to always follow them during the course of my work at the City of Whittier until my doctor revises the restrictions or releases me to full duty.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

ALASKA FAMILY LEAVE ACT

Eligible employees are covered under the Alaska Family Leave Act and may be entitled to up to 18 weeks of family leave in a 24-month period, for qualifying reasons, including, (1) the birth of your child or the adoption of a child (other than a stepchild); (2) the care of your spouse, parent, or child who has a serious medical condition; (3) your own serious health condition.

To be eligible, you must have worked at least 35 hours a week for six consecutive months immediately preceding the date of the requested leave OR at least 17.5 hours a week for 12 consecutive months before the requested leave. AFLA provides for an unpaid leave of absence, however, the City may require the use of a portion or all your personal leave, and/or benefits may be supplemented by workers compensation or disability benefits as may be applicable.

Notice Requirement

The state requires you to submit written notice of your intended leave within a time that is reasonably foreseeable and practicable. The City uses the state form *Conditional Family Leave Notification* located online at <https://doa.alaska.gov/dop/fileadmin/Payroll/pdf/FMLApacket.pdf> or you may also get a copy from Administration. This form should be turned in to Administration as soon as completed. You should also let your Director know as soon as possible of your intended leave dates so your Director can plan accordingly for your absence. **Please note that a verbal notice is sufficient in extenuating circumstances.**

Medical Certification

Depending on the circumstances, the City may require medical certification regarding all requests for such leave.

Continuation of Benefits

While on approved AFLA, the City will maintain the same or equivalent coverage of benefits; however, you may be required to pay for all or part of the coverage as permitted under law.

Substitution of Paid Leave

When you take family leave, you must first use your accrued paid leave to cover a qualifying absence. When you have five days of paid leave remaining, you may choose to take the remaining leave as unpaid while keeping the balance of five days of paid leave in your leave bank.

Donated Leave

Another City employee may donate leave to you “only for use as leave for medical reasons.” The following are approved medical reasons:

- Your medical disability.
- Medical disability of your immediate family member that requires your attendance.
- Your own severe medical condition.
- Pregnancy and childbirth or adoption

Restoration of Employment

Restoration of employment will be determined in accordance with State and Federal law.

HOLIDAYS THE CITY OBSERVES

The City recognizes a total of 10 and a half (10.5) holidays with pay for all employees in regular full-time and regular part-time positions. Excluded from this benefit are regular temporary employees who have worked less than 15 working days. Recognized holidays are as follows:

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New Year's Day (first day in January)

President's Day (third Monday in February)

Memorial Day (last Monday in May)

Juneteenth (June 19)

Independence Day (fourth of July)

Labor Day (first Monday in September)

Alaska Day (third Friday in October)

Veteran's Day (eleventh of November)

Thanksgiving Day and the Day After Thanksgiving Day (fourth Thursday and Friday of November)

Christmas Eve (second half of workday off/24th of December) and Christmas Day (25th of December)

In addition, the City recognizes one floating holiday, one personal day, and one day of appreciation as additional paid days off. You are free to choose when those days off will be taken.

Part-time employees are paid equivalent to the actual hours they would normally have worked on the day the holiday falls.

If a recognized holiday falls on a Saturday, the Friday before that Saturday shall be recognized as the holiday for purposes of time off and overtime compensation. If a recognized holiday falls on a Sunday, the Monday after that Sunday shall be recognized as the holiday for purposes of time off and overtime compensation.

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If a recognized holiday occurs when you are also taking annual leave, the recognized holiday shall be counted as a holiday and not as annual leave.

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If a holiday occurs in between two days of leave without pay, then the holiday will not be paid.

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If you work both the actual holiday and the City-recognized holiday, you may work with your supervising Director to receive a paid day off.

Special Public Safety and Flextime Holiday Rules

Public safety staff and staff working a flexible schedule should be aware that holidays, the appreciation day, the floating holiday, and the annual personal day off are all paid at 8-hours a day (not 9, 10, or 12-hours per day depending on your shift or flex-schedule). This is based on WMC 2.70.220, which states regular working hours are based on an 8-hour workday. Arrangements should be made to work one (1), two (2) or four (4) hours at the current rate of pay for such a day taken off or arrange to take annual leave for 1-, 2- or 4-hours on such a day taken off.

FLEXIBLE SCHEDULES – POSSIBLE UNDER CERTAIN CIRCUMSTANCES

Commented [79]: 2.70.220

The City is committed to helping you face the demands of juggling work, family, and personal obligations by offering several possible flexible work arrangements. These arrangements provide you with increased

flexibility with your work schedule while allowing the City to maintain a progressive and productive work environment.

All City employees can be considered for alternative work scheduling on a case-by-case basis where creative work schedules have shown to accomplish both work and personal goals, to provide coverage for individual department operations, and to serve the City with increased productivity at no expense to quality output. Flexible work schedule agreements shall be in writing and approved by your Director and the City Manager / Assistant City Manager.

Several alternative work schedule options are available to employees:

Flextime, in which you work eight hours per workday, but with flexibility in your set scheduled start and end time. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening. [Flextime is not to be confused with Flexible Schedules in which an employee may work other than a standard 8-hour day, 5-days per week schedule. See also, page 17 for Flex time earned and taken within a single pay period – at the employee’s request – to allow for an employee to work extra time one day in order to work a shorter time another day, to accommodate a need such as a doctor appointment.](#)

10-Hour Compressed workweeks, in which an employee works 10 hours per workday, reducing the workweek to four days a week.

9-Hour Compressed workweeks, in which an employee works nine-hour workdays Monday through Thursday and four hours each Friday. (For exempt employees only, there may be the option of nine-hour days and one full day off every other week.)

Your director is responsible for identifying if any of the above staffing options are workable within your department. To determine whether your request for an individual alternative work schedule is appropriate, your director must assess the impact and the outcome in terms of production, quality, and absenteeism, and if one or a combination of the above arrangements is in the best interests of the department, the City, and you.

Upon approval of a flexible work schedule, a one-month trial period will apply to assess the impact and effectiveness of the arrangement. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by management. If you wish to change or cancel an alternative work arrangement, you must obtain written approval from your director.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. For a flexible work schedule to be approved, you must have a satisfactory attendance record, meet all performance expectations in your current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of your work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery. Please note that flexible schedules will not be allowed if they result in additional cost to the City.

TELECOMMUTING – IS THAT ALLOWED?

Telecommuting allows some employees to work at home, on the road, or in a satellite location for all or part of their workweek. The City considers telecommuting to be a viable, flexible work option when both you and your job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. *Telecommuting is not an entitlement, it is not a citywide benefit, and it in no way changes the terms and conditions of employment with the City.*

Telecommuting can be informal, such as working from home for a short-term project, or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either you or your director can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first month and may be discontinued at will and at any time at the request of either you or your director. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, child-care, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

If you would like to request a formal telecommuting arrangement, you must be employed with the City for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, you and your director, with the assistance of the Assistant City Manager, will evaluate the suitability of such an arrangement, reviewing the following areas:

Employee suitability. You and your director will assess your needs and work habits as compared to traits customarily recognized as appropriate for successful telecommuters.

Job responsibilities. You and your director will discuss your job responsibilities and determine if your job is appropriate for a telecommuting arrangement.

Equipment needs, workspace design considerations, and scheduling issues. You and your director will review the physical workspace needs and the appropriate location for the telework.

Tax and other legal implications. You must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

An appropriate level of communication between you and your supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. If you and your director agree, and Administration concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a one-month trial period will begin.

Evaluation of your telecommuter performance during the trial period will include regular interaction by phone and e-mail between you and your director as well as weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, you and your director will each complete an evaluation of the arrangement and make recommendations for continuance or modifications.

Evaluation of your telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives.

After conclusion of the trial period, if the telecommuting agreement continues, you and your director will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, the City will determine, with information supplied by you and your director, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each telecommuting arrangement. Administration and the information system department will serve as resources in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the City is to be used for business purposes only. If approved for telecommuting status, you must sign an inventory of all City property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all City property will be returned to the City, unless other arrangements have been made.

If approved for telecommuting status, the City will supply you with appropriate office supplies (pens, paper, etc.) as deemed necessary. The City will also reimburse you for business-related expenses such as shipping costs that are reasonably incurred in carrying out your job.

If approved for telecommuting status, you will establish an appropriate work environment within your home for work purposes. The City will not be responsible for costs associated with the setup of your home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the City's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary City and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

If approved for telecommuting status, you are expected to maintain your home workspace in a safe manner, free from safety hazards. Injuries sustained by you in your home office location and in conjunction with your regular work duties are normally covered by the company's workers' compensation policy. If approved for telecommuting status, you are responsible for notifying the City of such injuries as soon as practicable. You are liable for any injuries sustained by visitors to your home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although your schedule may be modified to accommodate childcare needs, the focus of the arrangement remains on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for you and the City and with the consent of your health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the City.

COMPUTERS, INTERNET, EMAIL, & TECH – WHAT’S THE SCOOP?

Use of Computer Systems

The City provides access to computers, printers, Local Area Networks (LAN), email, and web services to eligible staff. All computers and transactions within the City are properties of the City. Use of these systems is permitted to conduct business for the City only and are not to be used for personal communication and/or financial gain, or to conduct private business activities. Each computer workstation to include laptops used for remote access are required to have anti-virus and malware protection software installed by the System Administrator.

You should use the systems and services responsibly, only for doing official work within the City. Resources like printers and files are shareable resources. They can be shared with authorized employees. You should use resources in a way that reduces network traffic. For example, LAN backups can be done during non-business hours. Finally, maintain the resources in good working condition and keep all equipment within your work area clean.

Unacceptable Uses

Engaging in any of the following behaviors listed below, a list which is subject to be modified as needed, constitutes an unacceptable use, and may lead to disciplinary action including immediate termination.

- Violating
 - Federal, State, or local laws
 - Licensing, Software, or Hardware agreements
 - Purchase and/or contract agreements of services
- Attempting to:
 - Enter other network nodes/computers for which you have no authorization
 - Use others’ accounts or files without authorization
 - Damage or destroy data, software, or hardware
 - Modify documents or software without authorization
 - Use wrong names to conceal or falsify one’s identity in any electronic communication or activity
 - Load or use software which is unlicensed, shareware, and/or freeware, which is not previously authorized by the Systems Manager or Department Director
- Posting, distributing, and/or spreading via LAN, email, or Internet
 - Computer viruses

- Spam or chain letters
- Copyrighted material
- Gossip, fraudulent, or misleading information
- Harassing or threatening materials
- Any material that defames or demeans another person based on gender, race, or religion
- Obscene, pornographic, sexually explicit, or patently offensive materials
- MP3s, videos, and/or other media files
- NOTE: downloading MP3 players and other music programs is not allowed
- Any use that is:
 - Illegal, immoral, or unethical in nature
 - Attempting to deny access or service to others
 - For personal gain or private purposes

You should also not send confidential employee information such as social security numbers, health information, etc.) over the City's email without such information being encrypted or protected by some other means.

The City reserves the right to take disciplinary or legal action against any person who violates these policies.

Computer Use – Roles and Authority

To implement the computer policies for the City of Whittier, the organization is divided into three (3) groups:

- **Users:** are responsible for:
 - Following the latest version of computer policies and procedures of the City.
 - Having knowledge about how to operate the computer systems and services allocated to them.
 - Using the systems and services allocated to them properly.
 - Keeping the computer systems and working environment in clean condition.
 - Helping to keep the network traffic at a minimum.
 - Reporting any computer problems to MIS.
 - Requesting access to any computer system or service needed for doing organizational business, through their manager.
- **Directors:** are responsible for:
 - Following the latest version of computer policies and procedures of the City.
 - Having knowledge about how to operate the computer systems and services allocated to them.
 - Properly using the systems and services allocated to them.
 - Keeping the computer systems and working environment in clean condition.
 - Helping to keep network traffic at a minimum.
 - Monitoring users, reporting any activity which violates the computer policies and procedures.
 - Reporting computer problems to the System Manager.
 - **Directors are empowered to:**

- Approve users' requests for existing access to computer systems and services.
 - Provide justification and budget approvals for new requested computer systems, software, and services.
- **System Manager:** The System Manager (CoIT team from ACS) supports the overall organization and all computer systems/servers under the direction of the City Manager and Assistant City Manager. The System Manager receives requests from Directors for software requests, delegates to MIS to obtain hardware and software from recommended vendors, installs and operates computer systems and services email, Internet, and networking related functions. They also carry out hardware maintenance and inspections, resolve computer problems reported by users, and reports to the Assistant City Manager and/or City Manager. They are responsible for:
 - Maintaining an inventory of all computer assets.
 - Monitoring all computer related purchase requisitions.
 - Evaluating and selecting vendors for new assets and equipment.
 - Receiving, testing, and installing hardware/software.
 - Maintaining servers.
 - Operating servers and administrative functions.
 - Preparing and renewing software licenses for renewal.
 - Managing backups for departmental data in specified directory and server locations.
 - Maintaining backup media.
 - Maintaining disaster and data recovery tools.
 - Solving problems reported by users.
 - Processing user requests and allocates computer resources.
 - **System Manager is empowered to:**
 - Assist in the selecting vendors, hardware, and equipment.
 - Accept and check all hardware and software from vendors.
 - Allocate computer resources.

Accessing Systems and the Network

To gain access to the City computers and/or City networks, the Director sends a request to the System Manager. The System Manager will allocate resources subject to availability. If resources are not available, the System Manager will notify the Director and the Director will decide how to address the issue. The System Manager will allocate a unique network ID for every user with necessary authorization to the required information or services as requested and send that information to the requesting Director.

- You should guard your passwords. Passwords should be periodically changed and must be changed when compromised.
- **Guidelines/Procedures for Setting Passwords:**
 - The password should be a minimum of six (6) characters and should have a combination of letters, numbers, and special characters.
 - Do not write your password and/or keep it where it can be found.
 - Do not share your password with others.
 - Lost or forgotten passwords should be reported to MIS immediately.

Firewall Policy

A firewall is an application (software) designed to combat malicious activities and assaults on computing resources and network-accessible information. Where electronic equipment is used to capture, process,

or store data identified as City “internal” or “public” via Internet connection, a firewall is necessary. All installations and implementations to a City network firewall are the responsibility of the System Administrator.

Installing New Software

To comply with software licensing agreements and threat of viruses, you should not load any software, including shareware and freeware, on to their computer systems. If you want any additional software to do your daily business functions, you should send a software request to the System Manager through your Director and with that Director’s approval. The System Manager will install the software on your system based on license availability.

Any shareware, freeware, and/or new software necessary to meet the business needs are to be tested and assessed by the System Manager before using them.

Shared Files and Folders Directory

To retrieve stored data and help back up data, data is stored in directories, which are created in a structured manner. Some guidelines are:

- Do not store data in directories used by the system software.
- Create a single master directory per user in the Shared Folder and/or on the network server.
- Under this master directory, create as many organized sub-directories to store business documents. For example, to store proposals, create a directory called “Proposals.”
 - Give meaningful names for directories.
- Keep confidential documents with proper access control and encryption.
- Keep different versions of documents, it is recommended to use configuration management tools provided by the Systems Manager.

Backup and Recovery

Documents are easily preserved and retrieved in electronic form. However, electronic documents can become corrupted and/or lost due to virus attack, disk crash, power outages, etc. Losing data may have huge consequences depending on the importance of the data and the effort involved in recreating the data.

To recover from such situations, you should plan on backing up your important data.

- To help back up data, all necessary data should be created under a master folder.
- Only data files need to be backed up. There is no need to backup application software like MS Office.
- All confidential data needs to be encrypted and password-protected before backup. Passwords should be properly logged and stored.
- You can decide a backup frequency, but this should be done with your department director’s approval.
- Backup may be made using flash drives.
- After backup is made, make sure that data was backed up correctly. A sample restore should be done periodically from flash drives. If the restore process doesn’t work, it can immediately be identified.

- The backup should be properly labeled showing what was backed up, the date of the backup, and include any server and directories backed up.
- To help in disaster recovery, a minimum of two (2) sets of backups should be taken for “critical data,” and both sets kept safely in two (2) different locations.
- Backup media should be kept in a safe place, which is protected from cold, heat, and/or fire.
- Department directors and users are responsible for creating backups of their data and keeping the media safe. MIS is responsible for backing up the necessary system files, email server data, databases, etc.
- MIS will maintain the details of backups in a backup register or log files.

Email Access and Usage

Email is the form of communication used by the City to conduct business. All employees and elected officials should use a City-issued email address to conduct official City business; personal email addresses should not be used to conduct official City business. Emails sent through the City’s system are City property and they are professional legal documents that can be used in a court of law. The City of Whittier also has the right to view any and all messages sent through its email systems and/or networks; therefore, emails should not be used for any private purpose. Deleted emails can be retrieved.

Access to Emails Systems

- The System Manager allocates email usernames, based on first initial and last name. Exceptions can be made if a more general terms like “harbor,” “publicsafety,” or “citymanager” needs to be used. The City Manager will have final say as to the appropriateness of these more general emails.
- Passwords should be a minimum of 6 to 8 characters and be a combination of numbers and letters.
- Passwords need to be changed periodically.
- MIS will back up the email system data daily.
- To avoid exceeding the limits, users should monitor and delete unwanted emails.

Virus Control

Viruses can spread from one infected machine to another through the network. To avoid this, do not share your system and files without the permission of MIS. Every computer has approved virus control software installed by MIS. The mail server also has virus control software installed and will scan every outgoing and incoming email for the City.

You should be aware that virus control software only detects and controls for existing, known viruses. They are not effective against new or unknown viruses. Flash drives, DVDs, CDRs, or any other media from home, friends, and/or unknown sources should not be used on your computer.

You should inform MIS if your virus protection is not working or about ANY virus attack immediately at 907-375-1100.

Internet Usage

There is no right or expectation of privacy as pertains to the City’s monitoring of any individual’s use of the Internet while on City property or while using a City-provided computer.

You should be familiar with the following policies regarding Internet usage:

- Web/Internet access will be used only for normal business activity and should be related to City work. It must not be used for any other uses.
- The City of Whittier may monitor any and all internet usage.
- The following activities are not authorized:
 - Visiting gaming sites.
 - Visiting explicit or non-explicit sex sites.
 - Trying to enter secured sites without having proper permission.
 - Trying to post/spread viruses, spam, or chain letters.
 - Using the Internet for private business purposes.

The City of Whittier may take disciplinary or legal action against any person who violates these policies.

Please note that all official City business should be conducted over City-issued equipment. Use of personal devices for official City work is highly discouraged as such use opens personal devices to Freedom of Information Act (FOIA) requests and the City may also exercise whatever legal rights it has to regain City information on personal devices.

Inappropriate Use of Telephones, Cell Phones, and the Internet

Texting, surfing the Internet, reading, working on a personally owned business, and/or posting on social media, etc. during work hours is considered inappropriate behavior that may result in immediate disciplinary action up to and including termination. Please consider this a serious reminder of your responsibility that while you are being paid by the taxpayers, you are expected to be working exclusively for the City during your paid time.

Again, the City is authorized to, and does, monitor the use of City-owned equipment and resources. The City will investigate all inappropriate uses of telephones and the Internet.

If you have any questions, please contact your immediate supervisor, department director, Assistant City manager, or City Manager.

Long Distance Telephone Calls on City Telephones

Personal use of the City's telephone system which results in charges placed on the City's phone bill is prohibited and violations of this policy are subject to disciplinary procedures. Be advised that department directors have access to tracking long distance phone calls.

VIRTUAL PRIVATE NETWORK (VPN) – ACCESS FOR REMOTE WORK

Virtual Private Network (VPN) connections provide a convenient way for staff to access internal network resources when working remotely. VPNs also provide a mechanism for the System Administrator and/or vendors to provide support for applications and software remotely. It is critical that all VPN access be carefully managed and secured as VPN technology provides an encrypted tunnel through a public network so information to and from systems are not easily readable by unauthorized parties.

VPN gateways shall be set up and managed only by the System Administrator.

If you have been approved to work remotely, you *may* be granted remote access to the network through a VPN if it is determined that such access is necessary for you to do your job remotely. If the City determines you need remote access to the City’s network, you will work with your Director to purchase an approved laptop through the System Administrator who will install approved VPN software into it. You are responsible for your remote Internet Service Provider (ISP) at your remote location.

If you are granted VPN access, you must ensure the following operating environment and conditions are met:

- Only System Administrator approved laptops will be used for VPN access. Personally-owned laptops will not be approved for VPN access.
- Unauthorized users are not allowed to use your work-provided laptop. It is your responsibility to ensure unauthorized users are not allowed access to the City’s network.
- Use of the VPN will be controlled through strong authentication measures as determined by the System Administrator.
- City-owned laptops are subject to the Freedom of Information Act (FOIA); as such, only City-authorized work should be conducted on your work-issued laptop.
- City-owned laptops are an extension of the City of Whittier network and as such are subject to the same rules and regulations that apply to City-owned equipment.
- Up-to-date System Administrator provided virus and malware protection must be installed before using your VPN and thereafter.

GIFTS – CAN I ACCEPT?

No matter how well-meaning or well-intentioned a gift, the potential exists for impropriety – or the appearance of impropriety – to be present. The City strives to have all employees demonstrate the highest standards of ethics and conduct. As such, the City requires that you demonstrate impartiality towards everyone you come into contact or conduct business with.

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No Gift Policy

No gifts of any kind offered by vendors, suppliers, customers, potential employees, potential vendors, or suppliers, or any other individual or organization – no matter the value – will be accepted by any employee, at any time, on or off City premises.

“Gift” is defined by the City to mean any item including pens, hats, T-shirts, mugs, calendars, bags, key chains, portfolios, and other novelty items as well as items of greater value.

- This no-gift policy includes vendor or potential vendor or supplier-provided food, beverages, meals, or entertainment.
- This no-gift policy includes any business courtesy offered such as a product discount or any other benefit if the benefit is not extended to all employees.

Gift Policy Exceptions

Exceptions from this policy are:

- Gifts such as T-shirts, pens, trade show bags, and all other novelties that employees obtain, **as members of the public**, at events such as conferences, training events, seminars, and trade shows that are offered equally to all members of the public attending the event. This exception includes

attendance, food, beverages, and novelties provided at events, exhibitor trade show floor locations, press events, and parties funded by conference or event sponsors.

- Cards, thank you notes, certificates of appreciation, or other forms of written thanks and recognition.
- Food, beverages, and moderately priced meals that are supplied by and attended by current customers, partners, and vendors or suppliers in the interest of building positive business relationships.
- Gifts between coworkers and/or work friends.

Actions Should a Gift be Received

If you or department receives a gift:

- If not feasible to return the gift, the gift must be raffled off to all employees. Proceeds from the raffle will be donated to a charity that is determined prior to the raffle. If employees are uninterested in the raffled item, the gift will be donated to a designated organization.
- Plants or flowers will be displayed in the lobby or another central location where all employees may enjoy their presence.
- Gifts of food that may arrive during the holidays and at other times of the year when gift-giving is traditional belong to the entire staff even if addressed to a single employee and should be shared with all employees, with email notification.

SOCIAL NETWORKING POLICY

The City recognizes personal blogs and other forms of social media or technology to include, but not limited to YouTube and other video sites, Wiki sites, sites such as Facebook, Pinterest, Tumbler, Snapchat, and Twitter, chat rooms, industry chat boards, online journals, diaries, and personal newsletters.

Although you may start or maintain a blog or participate in other social networking activities, the City has the right and duty to protect itself from unauthorized disclosure of information. Unless specifically instructed, you are not authorized to speak on behalf of the City or publicly discuss any work-related matter, whether confidential or not, outside city-authorized communication channels. You are expected to protect the privacy of the City and are prohibited from disclosing personal employee and/or non-employee information and/or any other proprietary or non-public information to which you have access.

The City reserves the right to monitor comments and discussions about the City and its employees posted on the Internet by anyone, including employees. You are again reminded you have no expectation of privacy while using company equipment or facilities for any purpose.

You are encouraged to report any violation, possible or perceived, to Administration. Violations include discussions of the City and its employees, any discussion of proprietary information, and any unlawful activity discussed through blogging or social networking. The City will investigate and respond to all reports of violations of the social networking policy and any other related policies and may take legal action where necessary against any employee who engages in prohibited or unlawful conduct.

Please note you are personally responsible for your commentary on blogs and social networking sites and can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, including the City.

You may not use City equipment, including computers, company-licensed software, or other electronic equipment, nor facilities or company time, to conduct personal blogging or personal social networking activities. You may also not use blogs or social networking sites to harass, threaten, discriminate, or disparage any employee or anyone associated with or doing business with the City.

If you choose to identify yourself as a City employee, some readers may view you as a spokesperson for the City. Because of this possibility, if you identify yourself as a City employee you must state that the views expressed in any blog or social network are yours and not those of the City, nor of any person or organization affiliated with, or doing business with, the City.

You may not post on personal blogs or other sites the name, logo of the City, or any business with a connection to the City. You may not post company-privileged information, including copyrighted information or company-issued documents.

WHAT ABOUT DEFAMATION, VERBAL ASSAULT, HARASSMENT, SEXUAL HARASSMENT, AND WORKPLACE VIOLENCE?

Intolerance and bigotry are antithetical to the values of the City of Whittier and unacceptable under any circumstance. The City has a policy of nondiscrimination, which prohibits discrimination based on race, religion, color, sex, age, sexual orientation, national origin, ancestry, disability, marital status, or veteran status during City business activities. To support that, the City has an all-employee policy against verbal assault, defamation, and harassment (sexual or otherwise) that seeks to guarantee certain minimum standards.

Commented [81]: 2.31.010

Each City employee is expected to be sufficiently tolerant of others so that all City employees are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our working environment. However, any free speech and/or open discussions that restrict the rights and opportunities of others through violence, intimidation, the destruction of property, or verbal assault (even if communicative in nature) are not protected speech and are to be condemned. Beyond that, each employee is encouraged to do all they can to ensure the City is fair, humane, and responsible to all City employees.

Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe enough to unreasonably interfere with a City employee's job performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

1. Promising an employee, directly or indirectly, with a reward if the employee complies with a sexually oriented request; and/or
2. Threatening, directly or indirectly, to retaliate against an employee, if the employee refuses to comply with a sexually oriented request; and/or
3. Denying, directly or indirectly, an employee an employment-related opportunity, if the employee refuses to comply with a sexually oriented request; and/or

4. Engaging in sexually suggestive physical contact or touching another employee in a way that is unwelcome; and/or
5. Displaying, storing, or transmitting pornographic or sexually oriented materials using City equipment or facilities; and/or
6. Engaging in indecent exposure; and/or
7. Making sexual or romantic advances towards an employee and persisting despite the employee's rejection of the advances; and/or
8. Understanding that sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing; and/or
9. City employees are prohibited from harassing other employees whether or not the incidents of harassment occur on City premises and whether or not the incidents occur during working hours; and/or
10. Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment typically involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Consensual sexual or romantic relationships between City employees are deemed unwise and are strongly discouraged if one employee has supervisory authority over the other employee.

Prohibited Conduct

Any of the following acts, even if communicative in nature, are strictly prohibited "separation offense" charges that could lead to termination or suspension without pay.

1. Use of force against personnel or property of personnel.
2. Theft of, or intentional damage to, City property, or property in the possession of/or owned by personnel.
3. Harassment, which is statutorily defined by law to mean, and here means: purposefully making, or causing to be made, a communication (or communications) anonymously, or at extremely inconvenient hours, or in offensively coarse language, or in any other manner likely to cause annoyance or alarm, or subjecting, or threatening to subject, another to striking, kicking, shoving, or other offensive touching, or engaging in any other course of conduct, or of repeated committed acts, with purpose to alarm or seriously annoy any other person.
 - Harassment is also conducted under the Sexual Harassment and Workplace Violence Policy.
4. Defamation, which is judicially defined to mean, and here means, the unprivileged oral or written publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with him or her.
 - Defamation is considered a legal offense and the City will not tolerate any acts of defamation.
5. Sexual Harassment, which is statutorily defined by law to mean, and here means: unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to, or rejection of, this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

While any of the five categories of acts listed above is a separation offence that, if proven, could lead to termination or suspension from the City, minor instances of such prohibited behavior should be resolved in mediation and may not require a hearing. The initial judgment of whether a particular act is of a separable or non-separable level are made by the appropriate City department head and are subject to review by the City Manager.

City employees who are believed to be victims of verbal assault, harassment, defamation, or sexual harassment should report incidents to Administration.

Responsibilities:

City Employees

If you believe you have been subjected to a verbal assault, defamation, harassment, or sexual harassment (or any unwanted sexual attention), you should:

- Make your unease and/or disapproval directly and immediately known to the individual; and
- Fill out the City of Whittier Harassment Complaint Form, which includes the date, time, and nature of the incident(s) and the names of any personnel involved and the names of any witnesses; and
- Report the incident(s) to the department director and/or the assistant city manager (ACM) by submitting the filled-out Harassment Complaint Form.

NOTE: all incidents of verbal assault, defamation, harassment, or sexual harassment must be reported regardless of their seriousness. Publicizing information about alleged verbal assault, defamation, harassment, and sexual harassment without following the reporting procedures or filing a formal complaint might be considered evidence of a vexatious intent on the part of the accuser.

Department Directors

If department directors are informed of verbal assault, defamation, harassment, or sexual harassment (or any unwanted sexual attention) they should:

- Deal expeditiously and fairly with allegations of verbal assault, defamation, harassment, or sexual harassment within their departments whether or not there has been a written or formal complaint; and
- Act promptly to investigate verbal assault, defamation, harassment, or sexual harassment; and
- Ensure that harassment or inappropriate verbal assault, defamation, harassment, or sexual harassment is reported to Administration; and
- Take corrective action to prevent prohibited conduct from reoccurring.

NOTE: Department directors who knowingly allow or tolerate verbal assault, defamation, harassment, or sexual harassment are in violation of this policy and are subject to strict discipline.

Administration

Administration is responsible for:

- Ensuring both the individual filing the complaint (hereinafter referred to as the “complainant”) and the accused individual (hereinafter referred to as the “respondent”) are aware of the

seriousness of a verbal assault, defamation, harassment, sexual harassment, or any unwanted sexual attention; and

- Explaining the City's verbal assault, defamation, harassment, or sexual harassment policy and investigation procedures to the complainant and the respondent; and
- Exploring an informal means of resolving verbal assault, defamation, harassment, or sexual harassment complaints; and
- Notifying the police if criminal activities are alleged; and
- Arranging for an investigation of the alleged verbal assault, defamation, harassment, or sexual harassment and preparing of a written report.

Informal Resolution Procedures

You can often stop or prevent verbal assault, defamation, harassment, or sexual harassment by immediately and directly expressing your disapproval of an individual's conduct. In any case, you should report all incidents of verbal assault, defamation, harassment, and/or sexual harassment to your department director or the ACM. In many cases, a supervisor's informal warning to an alleged harasser combined with appropriate follow-up supervision and monitoring of the employee's behavior might be sufficient to prevent or stop verbal assault, defamation, harassment, or sexual harassment.

Some complaints can be resolved through informal mediation between the parties. The department director or ACM can arrange for, or facilitate, mediation between the parties and coordinate other informal problem resolution measures.

If mediation is successful, a written settlement agreement must be prepared. Generally, the mediation agreement includes:

- A pledge by the respondent not to engage in any behavior that could be construed as a violation of this policy; and
- A promise by the respondent not to retaliate against the complainant; and
- The restoration of any employment terms, conditions, or opportunities the complainant lost or was denied because of the verbal assault, defamation, harassment, or sexual harassment and for any other relief necessary to remedy the situation; and
- Procedures for monitoring compliance with the agreement; and
- The settlement agreement must be in writing, signed by both parties, and approved by the City Manager and the department director; and
- If the complaint cannot be resolved informally, the ACM and department director will assist the complainant in filing a written verbal assault, defamation, harassment, or sexual harassment complaint.

Formal Investigation Procedures

If the informal process was insufficient to resolve the issue(s), the following complaint procedures will be followed:

1. All incidents of verbal assault, defamation, harassment, or sexual harassment are inappropriate and will not be tolerated. To initiate a formal investigation into an alleged violation of this policy, you must file a City of Whittier Harassment Complaint Form with your department director or ACM. Complaints should be filed as soon as possible, and no longer than 45-days after an incident

of alleged verbal assault, defamation, harassment, or sexual harassment. The department director or ACM can assist you in completing the Harassment Complaint Form. To ensure the prompt and thorough investigation of a verbal assault, defamation, harassment, or sexual harassment complaint, you should provide as much of the following information as is possible.

- a. The name, department, and the position of the person or persons allegedly causing the verbal assault, defamation, harassment, or sexual harassment; and
 - b. A description of the incident(s), including the dates(s), locations(s), and the presence of any witnesses; and
 - c. The alleged effect of the incident(s) on your position, salary, benefits, promotional opportunities, and/or other terms or conditions of employment; and
 - d. The names of other employees who might have been subject to the same or similar verbal assault, defamation, harassment, or sexual harassment; and
 - e. The steps you have taken to try to stop the verbal assault, defamation, harassment, or sexual harassment; and
 - f. Any other information you believe to be relevant to the verbal assault, defamation, harassment, or sexual harassment complaint.
2. Upon receiving the Harassment Complaint Form from the department director and the ACM will review the complaint form.
 3. Within five (5) working days of receiving the complaint form, the ACM will do the following:
 - a. Provide a copy of the complaint to the person(s) charged (hereafter referred to as "respondent(s)"); and
 - b. Initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
 4. During the investigation, the department director and the ACM, together with legal counsel or other management employees, will interview the complainant, the respondent, and any witnesses, to determine whether the conduct occurred.
 5. Within fifteen (15) business days of the complaint being filed (or the matter being referred to the department director or ACM, the department director or ACM will conclude the investigation and submit a report of their findings to the City, with copies to the City Manager, complainant, and respondent.
 6. If it is determined that there is, or was, a violation of the City's policy, the ACM will recommend that appropriate disciplinary action be taken by the City. The appropriate action will depend on the following factors:
 - a. The severity, frequency, and pervasiveness of the conduct
 - b. Prior complaints made by the complainant
 - c. Prior complaints made against the respondent
 - d. The quality of the evidence (first-hand knowledge, credible corroboration, etc.)

7. If the investigation is inconclusive, or it is determined that there has been no violation of this policy, but some potentially problematic conduct is revealed, preventative action may be taken.
8. Within five (5) business days after the investigation is concluded, the ACM will meet with the complainant and the respondent separately to notify them, in person, of the findings of the investigation and to inform them of the action being recommended.
9. The complainant and the respondent may submit written statements to the ACM challenging the factual basis of the findings. Any such written statements must be submitted no later than five (5) working days after the meeting with the ACM in which the findings of the investigation are discussed.
10. Within ten (10) days from the date that the ACM met with the complainant and the respondent, the City Manager will review the investigative report and any written statements submitted by the complainant or respondent, discuss results of the investigation with the ACM and department director, and decide what action, if any, will be taken.

Schedule of Penalties for Misconduct

The following schedule of penalties applies to all violations of this policy. Where progressive discipline is provided for, each instance of conduct violating this policy moves the offending City employee through the steps of disciplinary action. In other words, it is not necessary for any City employee to repeat the same precise conduct to move up the scale of discipline.

A written record of each action taken pursuant to this policy will be placed in the offending city employee's file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.

Assault

Any employee's first proven offense of assault, or threat of assault, will result in dismissal. **We have a zero-tolerance policy for assault of any kind.**

Other Acts of Harassment by City Personnel

Any employee's commission of acts of verbal assault, defamation, harassment, or sexual harassment (other than assault) will result in non-disciplinary oral counseling upon alleged first offense, written warning, suspension, or discharge upon the first proven offense, depending upon the nature or severity of the misconduct, and suspension or discharge upon the second proven offense.

Directors

A director's commission of acts of verbal assault, defamation, harassment, or sexual harassment (other than assault) with respect to any other City employee under that department director's supervision will result in non-disciplinary oral counseling upon alleged first offense, final warning, or dismissal for the first proven offense, depending upon the nature and severity of the misconduct, and discharge for any subsequent offense.

Protection Against Retaliation

Any City employee who, in good faith, reports an alleged incident of verbal assault, defamation, harassment, or sexual harassment will under no circumstances be subject to reprisal or retaliation of any kind. Any City employee who feels he or she has been subjected to such adverse actions should report this action to his/her department director and/or the ACM. Any City employee, however, who is found to have knowingly made a false accusation of verbal assault, defamation, harassment, sexual harassment, or retaliation may be subject to appropriate disciplinary action up to and including termination.

Confidentiality

All injuries, complaints, and investigations are treated confidentially to the extent possible. Information is revealed strictly on a need-to-know basis. The department director and/or ACM will take adequate steps to ensure that the complainant is protected from retaliation during the period of the investigation.

All information pertaining to a verbal assault, defamation, harassment, or sexual harassment complaints or investigations is maintained by the City. The department director and/or ACM shall explain the procedures for handling information related to workplace violence, complaints, and investigations to complainants and respondents.

Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to victims of harassment under the state or federal law.

**City of Whittier
HARASSMENT COMPLAINT FORM**

Complainant: _____

Home Address: _____ Home Phone: _____

Work Address: _____ Work Phone: _____

Date(s)/Time(s) of Alleged Incidents: _____

Name of Person You Believe Harassed You or Another Person: _____

If Alleged Harassment Toward Another Person, Name of that Person: _____

Describe the incident(s) as clearly as possible. Fully describe the events, verbal statements (e.g., threats, demands, inappropriate comments etc.) and what, if any, physical contact was involved. Attach additional pages as needed:

Where Did the Incident Occur? _____

Names of Any Witnesses: _____

How did you or the person harassed (if not you) react to the harassment?

This complaint is based upon my honest belief that _____
has harassed me or another person. I hereby certify that the information I have provided in this
complaint form is true, correct, and complete to the best of my knowledge.

Complainant's Signature Date

Received By (Printed Name) Date

WORKPLACE VIOLENCE – NEVER ALLOWED UNDER ANY CIRCUMSTANCE

The City of Whittier is committed to providing a safe workplace for all employees and a safe place for the public to visit. To that end, the City does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

Here are some examples of **prohibited conduct**:

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Possession of a dangerous instrument, (AS 11.81.900(a)(15); “dangerous instrument” means any deadly weapon or anything that, under the circumstances in which it is used, attempted to be used, or threatened to be used, can cause death or serious physical injury) while on City property or while on city business. Whittier Police in performance of their required duties are exempt.
- Committing acts motivated by, or relating to, harassment or domestic violence

Risk Reduction Measures

Hiring: The City will take reasonable measures to conduct background investigations to review each candidate’s background and reduce the risk of hiring individuals with a history of threatening or violent behavior.

Safety: The City conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Appropriate corrective action will be taken to reduce risks.

Individual Situations: While we do not expect you to be skilled at identifying potentially dangerous persons, you are expected to exercise good judgment and to notify the City (through your supervisor or Administration) if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

Dangerous/Emergency Situations

If you confront or encounter an armed or dangerous person, you should not attempt to challenge or disarm the individual. You should remain calm, make constant eye contact, and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering your safety or the safety of others, such notice should be given; Otherwise, cooperate and follow the instructions given.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be

tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Nonemployees engaged in violent acts on the City's property will be reported to the proper authorities and fully prosecuted.

FIREARMS – NOT ALLOWED

No City employee may possess firearms of any type on any City work site or in any City vehicle while on duty in their official capacity or when otherwise representing the City, with the exception of (1) law enforcement officers who are required to carry such weapons and (2) employees who, with supervisor's permission, in advance, in writing, may reasonably have access to a weapon when working in a remote area where wildlife presents a personal safety risk.

This prohibition applies to all types of firearms including, but not limited to, pistols and rifles, loaded or unloaded, concealed, or worn visibly, with or without a permit.

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SMOKING AT WORK – NOT ALLOWED BUT FOR DESIGNATED AREAS

AS 18.35.301 prohibits smoking in enclosed public places and workplaces. As such, smoking is prohibited in all City facilities and vehicles, including equipment pursuant to and consistent with Alaska Statute 18.35.300.

- A. Smoking is prohibited in the following places:
 - a. Anywhere highly flammable materials are stored or used.
 - b. All individual City offices, City office buildings, storage areas, or any City-owned or City-controlled structures.
 - c. In all City-owned vehicles, busses, trucks, heavy equipment, automobiles, watercraft, and any other related mobile equipment that is not specifically addressed in Section B of this policy.
- B. Smoking may occur only in designated smoking areas.
 - a. To designate an area as smoking, the director in charge of the facility must designate an area which protects the health of nonsmokers by separation, partition, or ventilation to ensure that others are not subject to secondhand smoke. The area must be designated (preferably with a sign) bearing the signature of the director in charge of the facility.
- C. Smoking outside is permitted.
 - a. You may smoke outside of facilities or outside vehicles during designated relief periods or during lunch breaks. All outside smoking must be fifty (50) feet or more from the City-owned or City-controlled facility, but not in a City-owned vehicle.
 - b. Relief periods are granted by supervisors consistent with personnel rules and may not exceed a total of thirty (30) minutes per day. Supervisors are responsible for assuring that allowable relief periods are not exceeded. You are requested not to smoke in the immediate vicinity of doorways where the public and coworkers cannot avoid passing through secondhand smoke to enter buildings.
 - c. **It is prohibited to smoke inside or within fifty (50) feet of any entrance of the Public Safety Building.**

Violations

An employee who violates this policy may be subject to disciplinary action. All discipline shall be as

outlined in the City's progressive discipline policy.

DRUG, ALCOHOL, AND MARIJUANA POLICY & PROCEDURES

(Non-DOT Policy)

Commented [83]: 2.70.720 and 2.70.723

The City is committed to maintaining the highest standards possible for the health and safety of its employees, customers, clients, and the public at large. The use of, or impairment by drugs, alcohol, and/or marijuana during work time will not be tolerated.

Despite the legalization of marijuana sales and/or personal use in Alaska, the City is a drug free workplace. **MARIJUANA IS STILL CONSIDERED AN IMPAIRING SUBSTANCE (DRUG) UNDER THIS POLICY.** Unless otherwise specified within this policy, marijuana is considered a "controlled substance."

Prohibited Conduct Which May Lead to Dismissal

1. The unauthorized use, possession, manufacture, distribution, or sale of an illegal drug, controlled substance, or drug paraphernalia on or in City-owned property (including City-supplied vehicles) or while on City business, or during working hours.
2. Storing any illegal drugs, drug paraphernalia, or any controlled substance whose use is unauthorized, in or on City-owned or supplied property (including vehicles).
3. Reporting to work, working, or acting or appearing on behalf of the City while under the influence of alcohol and/or marijuana, illegal drugs, or a controlled substance whose use is unauthorized. However, this policy does not preclude consuming alcohol at social or business functions where an employee is representing the City of Whittier and where alcohol is served. Even at these functions, however, employees may not consume alcohol to the point of intoxication, to the point where they endanger their own safety or the safety of others, nor may they consume alcohol if they are going to drive. In addition, employees must always conduct themselves professionally and appropriately while on City business.
4. Failing to notify your supervisor before beginning work that you are taking medications or drugs which may interfere with the safe and effective performance of duties.
5. Refusing to immediately submit to a drug or alcohol test when requested by the City, in accordance with this policy.
6. Failing to adhere to the requirements of any drug or alcohol treatment or rehabilitation program in which you are participating, either: (1) as a condition of continued employment; or (2) pursuant to a written agreement between you and the City.
7. Violating any criminal drug law or statute on or off duty.
8. Violating any alcohol and/or marijuana law or statute while working.
9. Failing to notify the City of any arrest or conviction under any criminal drug, alcohol or marijuana law or statute by the next working day following the arrest or conviction.
10. Testing positive for drugs, alcohol, and/or marijuana in violation of this policy.
11. Tampering with, adulterating, altering, substituting, or otherwise obstructing any drug or alcohol testing process required under this policy.
12. Reporting to work or remaining on duty requiring the performance of a safety sensitive function while having an alcohol concentration of greater than .04, or if you are otherwise

impaired by or under the influence of alcohol and/or marijuana.

- Any evidence of inebriation even if not officially at 0.04 is sufficient grounds to go home for the day (may take sick or annual leave for time not worked).
- Evidence of significant inebriation (designated by a reading greater than 0.04) at work is grounds for immediate disciplinary action to be determined by the totality of the circumstances.

“Safety sensitive” positions are defined as drivers holding CDLs and to the following:

- All personnel who routinely maintain or operate heavy equipment or apparatus not otherwise classified as CMVs, and police, fire, and ambulance apparatus.
- All personnel who encounter or could reasonably be expected to encounter, public safety information regarding confidential drug and related investigations and operations.
- All personnel whose job responsibilities require them to carry, or be licensed to carry, a firearm.
- All personnel whose job responsibilities require them to treat and attend to injured or ill members of the public.
- Safety sensitive positions shall be designated by the City Manager. Positions so designated include, but are not limited to, the following:

City Manager	Assistant City Manager
City Clerk	Director of Public Works
Water/Wastewater Operator	Chief of Police
Police Lieutenant	Police Officers
Fire Chief	Fire Department Volunteers
Harbormaster	Harbor Officer II and III
Laborer II and III	

13. Consuming or using alcohol and/or marijuana in the workplace or while on duty, or while performing a safety sensitive function.
14. Employees reporting to work a regularly scheduled shift within eight hours of consuming or using alcohol and/or marijuana.
 - On-call employees who are requested to report to work before or after a regularly scheduled shift to perform a safety sensitive function and have consumed alcohol and/or marijuana within the previous eight hours must acknowledge the use and may not report for duty.

Medical Exams and Drug Testing

The City reserves the right, within the limits of federal and state laws, to examine and test any prospective employee, or employee of the City, for the presence of drugs or alcohol by medical examination and/or by taking a urine, blood, or oral fluids test. Testing will be conducted in accordance with industry standard processes and procedures, including the use of Quick/Instant tests. Saliva testing will be administered when required by contract, or for any other reason the City may deem necessary. Federal Drug Testing procedures will be utilized to the extent reasonably possible.

Substances Tested For and Positive Results

The City shall test for alcohol and the following drugs based on the following criteria:

Urine Testing and Confirmation Levels

Test results at or above the confirmation level will be considered a positive test.

Initial Test Analyte	Initial Test Cutoff Concentration	Confirmatory Test Analyte	Confirmatory Test Cutoff Concentration
Marijuana Metabolites	50 ng/mL	THCA1	15 ng/mL
Cocaine Metabolites	150 ng/mL	Benzoylcegonine	100 ng/mL
Opiate Metabolites Codeine/Morphine 2	2000 ng/mL	Codeine Morphine	2000 ng/mL 2000 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines 3 AMP/MAMP4	500 ng/mL	Amphetamine Methamphetamine 5	250 ng/mL 250 ng/mL
MDMA6	500 ng/mL	MDMA MDA7 MDEA8	250 ng/mL 250 ng/mL 250 ng/mL

1. Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA).
2. Morphine is the target analyte for codeine/morphine testing.
3. Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff.
4. Methamphetamine is the target analyte for amphetamine/methamphetamine testing.
5. To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 mg/mL.
6. Methylenedioxymethamphetamine (MDMA).
7. Methylenedioxyamphetamine (MDA).
8. Methylenedioxyethylamphetamine (MDEA).

Testing by Evidential Breath Testing Device

Screening: .02 - .039 (out of service)

Confirmation: .04 or greater (positive)

* SAMHSA specified threshold

Circumstances Under Which Testing May Be Conducted

The City will test employees for drugs and/or alcohol under the following conditions:

Pre-Employment Testing (Drugs Only)

- A. Pre-employment drug and alcohol tests of all prospective employees for any position, and for all promotions/transfers to safety sensitive positions, will be conducted. Failure to take and successfully pass the urinalysis drug and an evidential breath test shall disqualify the employee of employment. A negative result is required prior to reporting for work.
- B. Pre-employment urinalysis, blood, or saliva tests are valid for 30 days and must be retaken if the individual is not hired within this timeframe.

Condition of Employment Testing of Safety-Sensitive Positions

A negative drug test will be a condition of employment for safety-sensitive positions including, but not limited to public safety, public works, and water/wastewater employees.

- A. A non-safety sensitive employee who transfers, is promoted, demoted, rehired, or is reinstated, to a safety-sensitive position shall be required to complete a condition of employment drug test.
- B. Police and fire department employees who transfer, are promoted, demoted, rehired, or reinstated to another position are required to complete a condition of employment drug test.
- C. Failure to take and successfully pass the urinalysis drug test shall disqualify the employee of employment.

NOTE: All public works and water/wastewater employees are subject to the Federal Motor Carrier Safety Administration drug and alcohol rules and testing. Public works and water/wastewater employees will be placed in a third-party, random testing pool.

NOTE: If you are a prospective employee and you fail a drug test, the City will not accept another application from you (for the same position or a different position) for three months.

Post-Accident Testing

A. Persons Subject to Post-Accident Testing

Employees involved in an accident or who have contributed to an accident in the workplace or during work time will be required to undergo drug and/or impairment testing. Such a test will be conducted as soon as practicable after the accident, but not later than 32 hours after the accident for drugs and not later than 8 hours for alcohol. The City will direct the employee to a facility qualified to obtain a sample from the employee after an accident, as defined below, but any injuries will be treated first.

Under this Section, an accident is defined as any of the following:

- Loss of human life
- Issuance of a moving traffic citation under state or local law
- Medical treatment of an injury to the employee or others, other than first aid
- Issuance of a moving traffic citation to the employee under state or local law,

- involving property or vehicle damage more than \$2,500
- Other property damage more than \$1,000

B. Obligations of Employee Subject to Post-Accident Testing

1. Report the accident to the police, their department director, and Administration immediately following an accident.
2. An employee who is subject to post-accident testing shall not consume alcohol, drugs, and/or marijuana for 8 hours after the accident, or until they have taken a drug and alcohol test, whichever occurs first.
3. An employee who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with the testing or the results of testing.
4. An employee who is subject to post-accident testing is immediately relieved of their duties and will be placed on paid administrative leave, pending results of the required testing or release to work by a certified medical professional.
5. Employees who do not comply with the post-accident testing requirements, or who fail or who refuse to provide a sample for testing, will be considered to have refused to submit to testing and will be subject to appropriate disciplinary action, including termination.

Reasonable Suspicion Testing

Any employee whom the City reasonably suspects may be affected by the use of drugs, alcohol, or marijuana which may adversely affect job performance, safety, or that constitutes a violation of this policy may be required to submit to a drug and/or alcohol test. Reasonable suspicion testing is done to identify drug, alcohol, and/or marijuana affected employees who may pose a danger to themselves or others in their job performance.

A Director will make the decision whether there is reasonable suspicion to believe an employee is impaired by or under the influence of a drug, alcohol, or marijuana while on duty in violation of this policy.

A. When Reasonable Suspicion Exists

The decision to test must be based on a reasonable and articulable suspicion or belief that the employee is under the influence of an unauthorized drug, alcohol, or marijuana. Reasonable suspicion is a belief based on contemporaneous articulable observations concerning the employee's appearance, behavior, speech or body odors, or other reliable evidence or information that the employee is under the influence of or impaired by drugs or alcohol. For example, any of the following, whether alone or in combination, may constitute reasonable suspicion:

1. Slurred speech
2. Irregular or unusual speech patterns
3. Impaired judgment
4. Alcohol odor on breath
5. Unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility, or aggressiveness
6. Uncoordinated walking or movement

7. Possession of drugs, alcohol, or marijuana, or related items and paraphernalia.
8. Observation of drug, alcohol, or marijuana use prior to reporting to work or during working hours.

Reasonable suspicion determinations will only be made by supervisory personnel who have received training concerning the signs and symptoms of drug, alcohol, and marijuana use.

The observing supervisor shall document the events and record the behavioral signs and symptoms that support the reasonable suspicion. If possible, a second supervisor should also observe the employee to verify that there is a reasonable basis to believe that a drug, alcohol, or marijuana violation has occurred.

B. Events After Determination is Made

When a determination is made that reasonable suspicion exists that an employee is under the influence of drugs, alcohol, or marijuana in violation of this policy, the employee shall be immediately relieved of his/her duties, pending further action.

The observing supervisor shall immediately notify Administration or if reasonable suspicion is found to exist. Upon review, the department head or Administration may direct or authorize that the employee in question immediately submit to a drug and/or alcohol test.

C. Reports of Possible Violation by Supervisory Personnel

If a non-supervisory employee has reason to believe that a supervisor subject to this policy is under the influence of drugs, alcohol, or marijuana at work in violation of this policy, then they shall report such potential violation to Administration who will immediately take appropriate action.

Return-to-Duty Testing

An employee who refuses to take a drug test will be subject to immediate termination. An employee who fails a drug test and whose employment is not terminated may not return to duty until they are evaluated by the Substance Abuse Professional ("SAP" - for Whitter, it is the Public Safety Director), passes a drug test, and Administration has determined that the employee may return to work.

An employee who refuses to take or fails an alcohol test and whose employment is not terminated may not return to work until the employee is evaluated by the SAP and has completed the recommended treatment.

Follow-Up Testing

An employee who is referred for assistance related to drug or alcohol misuse may be subject to unannounced follow-up testing for a period not to exceed 60 months, as directed by the SAP. The number and frequency of follow-up testing will be determined by the SAP and the City but will not be less than six (6) tests in the first 12 months following the employee's return to duty. Follow-up testing will be conducted immediately prior to, during, or immediately preceding work time for that employee.

Consequences of Violating This Policy

Compliance with this policy is a condition of employment. Refusal to take a required drug or alcohol test, a positive drug or alcohol test, or engaging in an activity or behavior which otherwise violates this Policy shall, at a minimum, result in removal from performing assigned functions. Additional disciplinary action may follow, including termination.

Violations and Discipline

The City may take adverse employment action, up to and including dismissal, if any of the following violations are found:

1. A positive drug or alcohol test result.
2. A criminal conviction for a drug offense, on or off duty.
3. A prospective employee or employee's refusal to provide a drug or alcohol testing sample.
4. An employee's failure to notify the employee's supervisor, before beginning work, that the employee was taking medications or drugs which might interfere with the safe or effective performance of duties.
5. Verification of valid current prescription or legal use of such drug is not provided upon request by the next scheduled workday.
6. Misuse of the prescription or recommended drug – or
7. Otherwise violating the terms and requirements of this policy.

Potential adverse employment action may include one or more of the following:

1. A requirement that the employee enroll in a City-provided or approved rehabilitation, treatment, or counseling program. This program may include additional drug and alcohol testing. Participation in such a program is a condition of employment. Costs of participating in such a program will be borne by the employee.
2. Suspension, with or without pay.
3. Termination of employment.
4. In the case of drug testing, refusal to hire the prospective employee – and/or
5. Other or additional adverse employment action, at the election and discretion of the City.

Requirements for Return to Duty

An employee who is not terminated for violating this policy may be given the opportunity to return to work provided they first:

1. Receive a recommended return to work evaluation by the SAP and Administration.
2. Pass a return-to-work drug and/or alcohol test.
3. Continue to receive negative drug or alcohol test results in follow-up tests after returning to duty – and
4. Participate in and successfully completes any applicable City approved evaluation/rehabilitation program.

Please note public works and water/wastewater employees must comply with all Federal Motor Carrier

Safety Administration requirements to return to work.

Sample Collection and SAMHSA Testing Procedures

Collection of Samples

1. Testing under this policy is a urinalysis (for drugs) and an evidential breath testing device (for alcohol) administered under approved conditions and procedures conducted for the sole purpose of detecting drugs or alcohol. Other on-site methods to detect the presence of alcohol may also be used, including blood/alcohol and saliva tests.
 - Public works and water/wastewater employees will be tested per the FMCSA regulations and direct observation may be required.
2. The test will be conducted by a City-appointed medical laboratory and paid for by the City. Sample collection and testing will be performed under reasonable and sanitary conditions.
3. The collection site shall have all necessary trained personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of specimens to a certified drug-testing laboratory designated by the City. An independent medical facility may also be utilized as a collection site.
4. The test will be collected by BEACON or a certified medical laboratory and paid for by the City. The medical laboratory is responsible for the proper testing and to ensure the proper chain of custody for the test sample collected.
5. All drug test samples will be collected by the split sample collection method. However, if a split sample is not collected, the single sample will be collected and sent to the laboratory for testing.
6. The person collecting the drug sample will document the sample, including labeling the sample to preclude to the extent reasonable the possibility of misidentification of the person tested in relation to the test result provided.
7. The person collecting the sample shall provide the person to be tested with an opportunity to provide medical information that may be relevant to the test, including identifying current or recently used prescription and nonprescription drugs.
8. Sample collection, storage, and transportation to the testing place shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration, or misidentification.
9. An employee designated for testing must provide reliable individual identification to the person collecting the sample.
10. Except for pre-employment drug tests, drug and alcohol tests will normally be scheduled during, or immediately before or after, the employee's regular work period or work time. Except for pre-

employment drug tests, testing under this policy is considered work time and will be compensated at the employee's normal rate of pay.

11. Sample collection will be performed in a manner which ensures the individual employee's privacy to the maximum extent consistent with ensuring that the sample is not contaminated, adulterated, or misidentified.
12. The City will pay the entire actual costs for drug and alcohol testing required of employees and prospective employees. The City shall also pay reasonable transportation costs to an employee if the required test is conducted at a location other than the normal work site.

Testing Procedures

1. Unless testing is conducted on-site, the City shall use a drug-testing laboratory approved or certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).
2. If non-instrumented drug tests are used, then the Collector must perform the on-site tests in the presence of the donor. In on-site testing, an employer may only use products approved by the Food and Drug Administration for employee testing and shall use the products in accordance with the manufacturer's instructions. All presumptive positive tests results must be sent to the SAMSHA Laboratory for confirmation testing before any employment action can be taken.
3. The laboratory shall permit inspections by the City Manager or their designee.
4. The City may at times use a rapid test kit. If the rapid test is positive, the sample will be sent to the designated laboratory for confirmation.
5. Positive drug tests will be confirmed by a gas chromatography mass spectrometry. The City will not rely on a positive drug test unless the confirming drug test results have been reviewed by a licensed physician.
6. Alcohol testing will be performed by a breath alcohol technician (BAT; for the City of Whittier, this would be a Police Officer). If the result of an alcohol screening test is an alcohol concentration of 0.04 or greater, a confirmation test will be performed. The confirmation test will generally be done within 15, but not more than 30, minutes of the screening test. The results of these tests will be reported directly to the City.

Review of Drug Test Results

1. Medical Review Officer
The City shall contract the services of a Medical Review Officer (MRO). The MRO shall be a licensed physician. The MRO shall review all confirmed positive drug test results and interview individuals tested positive to verify the laboratory report. The MRO, in conjunction with the Substance Abuse Professional, may also evaluate and recommended to the City whether and when an employee who either refuses to test or tests positive may return to work.

2. Reporting and Review of Results

- i. The MRO shall review confirmed positive test results. This review shall be performed by the MRO prior to the transmission of results to the City's Administration.
- ii. The MRO shall contact the employee within 48 hours and offer an opportunity to discuss the confirmed test results.
 - The MRO will inform the employee that they have 72 hours to request a re-test of the split or single sample. A re-test is an analysis of the second split sample bottle or an aliquot of the original sample. The re-test can be sent to a laboratory approved or certified by a Substance Abuse and Mental Health Services Administration. The employee will be responsible for the costs of the re-test and will be reimbursed by the City only if the sample comes back negative.

3. Legal Drug Use

If the MRO determines there is a legitimate medical explanation for the positive test result, the MRO shall report the test as negative. Test results that have been caused by prescription medication will be reported as negative.

4. Written Test Results

An employee may obtain a copy of the written test results only upon written request made within six months of the date of the test. The City will provide the written test results to the employee pursuant to that request within five working days of its receipt.

5. Explanation of Positive Test by Employee

An employee who would like an opportunity to explain a positive test result in a confidential setting must make such a request in writing within 10 working days of being notified of the test result. An employee who submits such a timely written request will be given the opportunity, within 72 hours after its receipt or before taking adverse employment action, to explain the positive test in a confidential setting to their Director and City Manager (or the Assistant City Manager).

Supervisor Training

Supervisory personnel will receive training regarding the DRUG, ALCOHOL, AND MARIJUANA POLICY. The training shall include at least 60 minutes of training on the use of controlled substances, and at least 60 minutes of training on alcohol misuse. This training shall be for all supervisors who may determine whether an employee will be drug and alcohol tested for reasonable suspicion.

Confidentiality of Results

All records relating to drug and alcohol testing will be maintained in a confidential medical file in a secure location with controlled access, separate from personnel files.

Any communication received by the City relevant to a drug or alcohol test result and received through the City's testing program is confidential and privileged and will not be disclosed by the City except:

- 1. To the tested employee, prospective employee, or another person designated in writing by the employee or prospective employee.

2. To an individual designated by an employer to receive and evaluate test results or hear the explanation from the employee or prospective employee.
3. As ordered by a court or governmental agency – or
4. In any proceeding initiated by or on behalf of the individual and arising from a positive test.

Drug Personnel and Services

1. **SERVICE AGENT (SA)**

Beacon / WorkSafe
800 Cordova St. / 300 W. 36th Ave.
Anchorage, AK 99501

2. **MEDICAL REVIEW OFFICER**

MRO Express
<https://mroexpress.net/>
drugtest@mroexpress.net
Phone: (850) 445-3865
Fax: (956) 450-9495

3. **SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA)
LABORATORY**

MedTox Laboratories
<https://www.medtox.com/>
Phone: (800) 832-3244
Fax: (651) 633-1407

4. **COMPANY DESIGNATED EMPLOYER REPRESENTATIVE (DER)**

Assistant City Manager
City of Whittier
PO Box 608
Whittier, AK 99693
(907) 472-2327

Definitions

Alcohol means ethanol, isopropanol, or methanol.

Alcohol concentration means the alcohol in a volume of breath expressed in terms of grams of alcohol - per 210 liters of breath - as indicated by an evidential breath test.

Alcohol Use means the consumption of any beverage or mixture, including any medication or mouthwash containing alcohol.

Breath Alcohol Technician (BAT) means an individual who operates an EBT and insrtructs and assists individuals in the alcohol testing process.

Collection Site Person is an individual authorized by the City of Whittier to collect samples in accordance with the policy and trained in procedures for such collections. The City of Whittier has chosen to follow the highest industry standards for workplace collection, testing, and reporting of test results; therefore, the City of Whittier procedures will attempt to follow, as a guide only, the federal drug testing procedures.

Drug(s) means a substance considered unlawful under AS 11.71 or under federal law, or the metabolite of the substance.

Drug Testing means testing for evidence of the use of a drug.

Evidential Breath Testing Device (EBT) is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath, and is placed on NHTSA's "Conforming Products List" (CPL) of evidentiary breath measurement devices.

Failing A Drug Test shall mean the test results show positive evidence of the presence of a drug or drug metabolite in an employee's system in amounts that exceed cutoff levels established by this policy.

Medical Review Officer (MRO) is the licensed physician who is responsible for reviewing positive laboratory results generated by the City of Whittier testing program.

Prospective Employee means a person who has made application to an employer, whether oral or written, to become an employee.

Safety Sensitive Position is as defined and listed in Section I.A.I.

Sample means urine or breath from the person being tested.

Screening Test or Initial Test means an analytic procedure to determine whether an employee may have a prohibited concentration of drugs or alcohol in a specimen.

Rapid Test means a test designated to provide an instant screened test result.

Refusal to submit means failure to cooperate and provide a drug or alcohol sample, after receiving notice of the test in accordance with the City of Whittier Drug, Alcohol, and Marijuana Policy. A refusal will be treated the same as a positive test result. A refusal to test for alcohol occurs when a covered employee fails to provide an adequate breath for testing without a valid medical explanation after receiving notice of the requirement to be tested in accordance with the provisions of the City of Whittier alcohol misuse prevention plan or engages in conduct that clearly obstructs the testing process.

Substance Abuse Professional (SAP) means a licensed physician (medical doctor) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (*Certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse)

with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.

Appendix A

Employee Assistance Program

We all have problems from time to time, and usually we can cope with them on our own. Sometimes, however, we need outside help. The City of Whittier provides all regular, full-time employees with a Health Care Plan administered by Premera Blue Cross Blue Shield. The plan offers partial coverage for Alcoholism and Drug-Addiction - Inpatient and Outpatient treatment. Please contact the number listed on the back of your insurance card for more information. Below is a list of rehabilitation resources that may help you.

Drug / Alcohol Counseling Rehabilitation Resources

Akeela House, Inc.	(907) 565-1200
Alaska Addiction Rehabilitation Services	(907) 376-4534
Alaska Human Services	(907) 561-4535
Alaska Pacific Rim Counseling	(907) 349-0077
Alaska Youth & Parent Foundation	(907) 274-6541
Anchorage-Area Alcoholics Anonymous	(907) 272-2312
Salvation Army Clitheroe Center	(907) 276-2898
Beacon WorkSafe, Inc.	(907) 563-8378
Betty Ford Center	(844) 912-3165
Genesis Recovery Services, Inc.	(907) 243-5130
Narcotic Drug Treatment Center	(907) 276-6430
North Star Behavioral Health System	(907) 258-7575
Providence Breakthrough	(907) 212-6970
SAMHSA National Helpline	(800) 662-4357
Seaview Community Services (Seward)	(907) 224-5257

ALCOHOLIC BEVERAGES ON CITY PREMISES

This is a friendly reminder that no alcoholic beverages are to be kept or consumed on City premises or in City vehicles except for the keeping of alcoholic beverages acquired through the course of official Public Safety activities, i.e., maintained as evidence in a police matter. This policy will be strictly adhered to, and Directors should see that it is enforced at all times.

Any employee(s) found to be in violation of this policy will be subject to disciplinary action up to and including termination.

HOW DO I TRAVEL FOR WORK?

Official travel is authorized and approved in advance by your supervisor. Once you know you need to travel for work, submit the Travel Authorization Form to your supervisor. Department directors have full authority to approve travel for their staff so long as estimated expenses are within their financial signing authority. The City Manager must sign any travel authorization for out-of-state travel or when estimated travel expenses exceed \$1,000.

Mileage

You must get the prior approval of the City Manager before you are authorized to use your privately-owned vehicle for official travel. Proof of personal insurance is required when using privately-owned vehicles and it must include collision (liability insurance). Mileage for use of a privately-owned vehicle will be reimbursed according to standard IRS approved mileage rate. The frequently traveled areas are:

Anchorage	121 miles round trip	Wasilla	203 miles round trip
Soldotna	218 miles round trip	Palmer	202 miles round trip
Kenai	240 miles round trip	Denali	592 miles round trip
Homer	367 miles round trip	Fairbanks	834 miles round trip
Seward	177 miles round trip		

For mileage other than the areas listed above, a record of odometer readings or a MapQuest printout with point-to-point directions/miles may be submitted for reimbursement at the current rate. Only business travel mileage should be submitted, not mileage for personal side trips. Mileage will be reimbursed when a Travel and Expense Reimbursement Form is filed upon completion of travel. Travel will be limited to the most economical and direct means, except that employees are not expected to travel on red-eye flights.

Lodging

Eligibility for Lodging Overnight accommodations will be paid by the City provided both the following apply:

1. Class or meeting start time would require you to leave Whittier before 7:00 a.m. or to return to Whittier after the last tunnel opening into Whittier has passed. Exceptions can be made in situations where road conditions make traveling during these hours unsafe, subject to department director approval.

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2. Lodging expense is itemized on Travel Authorization Form and signed by the appropriate supervisor.

Amount of Reimbursement Traveling on approved City business that requires an overnight stay will be reimbursed for lodging expenses as follows:

1. \$50 per night when private overnight accommodations are used (e.g., staying with family); or
2. Actual lodging expense when using commercial lodging such as a hotel, motel, Airbnb, or bed and breakfast.

Payment Arrangement Payment arrangements for lodging should be made before departure. Payment should be by City credit card or purchase order. If neither option is feasible, a travel advance can be requested before departure, or the City can arrange an alternate payment to the lodging establishment. If you do not have a City credit card, you may pay for the room and be reimbursed upon completion of travel and submission of an approved Travel and Expense Reimbursement Form (if authorized in advance of travel, in writing, by the department director). Lodging cost is limited to single-occupancy rates and must be supported by a receipt. If a more expensive room is used or you request other than single occupancy, the difference will be at your expense. If a single room is not available, you should obtain a note from the hotel stating such, to be reimbursed for a higher rate. If you have a City credit card, you are required to use the City credit card for lodging expenses. The City reserves the right not to reimburse you where these rules are not followed.

Meal Allowance

If you travel more than 30 miles from work, or travel via air transportation, you are entitled to a meal allowance, which includes gratuity. To qualify for each meal allowance, you must travel for at least three hours in each of the following time ranges:

- | | | |
|-----------------------|-----------|------------------------------------|
| ● Midnight to 10 AM | Breakfast | \$12 (each meal includes gratuity) |
| ● 10:01 AM to 3 PM | Lunch | \$15 |
| ● 3:01 PM to Midnight | Dinner | \$30 |

Total meal allowance will not exceed \$57 per day, except as noted in Section I, whether receiving a meal allowance or paying with the City credit card. Meal allowance will not be paid if the applicable meal is included in the City-paid event/conference and/or if charged to the City credit card. Receipts for meals are **not** required (unless charged to the City credit card), but you must demonstrate which meal allowances you are qualified to receive. Exceptions to the above meal allowances (for extremely high-cost areas) can be made by the City Manager or Finance Director in accordance with the IRS approved reimbursement regulations. Such exceptions should be addressed prior to the time of travel.

Airline Reservations

Means of Travel Airline reservations should be limited to the most economical and direct means, limited to coach fare, and require pre-approval on a Travel Authorization Form. The City will not pay for first class upgrades. You are not expected to travel on red-eye flights. For out-of-state travel, you are allowed no more than one day prior to the start of class or training for travel, and one day following the end of class or training, for travel. An exception can be made when a fare requires a Saturday stayover and is more

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cost effective than the cost of an extra day's stay, or where daily flight service is not available. Where a Saturday stayover is more cost effective, the extra day stay is strongly encouraged. Extra days for personal purposes are not reimbursable.

Reimbursement for Travel If you purchase an airline ticket via the internet, you must submit a printout that proves that tickets were purchased. Flight itineraries will not meet this obligation. A copy of the purchased ticket printout must be submitted with City credit card receipts if using a City credit card to purchase tickets. Personal credit cards should not be used to pay for City travel except in the case where you are including personal travel in the purchase. A City credit card is available from the Finance Department for purchase of airline tickets for employee travel. Choosing to use your own personal mileage for City-related travel will receive no compensation or reimbursement from the City. The City will not expedite processing reimbursements of travel expenses charged to personal credit cards. The City will reimburse ticket change fees so long as those changes are officially necessary and have received prior department director authorization.

Personal Travel in Conjunction with City Business Any deviation in travel for your convenience must be approved in advance by the department director. If you travel on official business by an indirect route for your own convenience, all additional expense will be borne by you. You will not be reimbursed if such additional travel results in savings to the City. Reimbursement for expenses will be based only on such charges as would have been incurred in traveling the most economical route. When a trip includes personal travel, you must obtain a travel quote which does not include the side trip to document the City's share of the cost of the trip. Failure to provide adequate documentation will result in the Finance Department computing the City's cost of the trip after-the-fact, and you will be required to pay the amount estimated by the Finance Department to be the cost of the side trip. The City will not reimburse ticket change fees associated with accommodating personal schedules.

Cancellation of Travel Prepaid travel expenses may be required to be reimbursed by you if the travel is cancelled due to personal choice and a refund to the City is not possible. Such reimbursement will be at the discretion of the department director. Any time a plane trip is cancelled where a ticket has been purchased, the physical ticket and/or electronic ticket code must be given to the finance department for tracking. If you cancel a flight for which the City fails to derive a benefit (refund, transfer of ticket, or future travel utilizing the ticket), you may be required to personally pay for future travel costs, and be reimbursed upon completion of travel, or forfeit reimbursement if travel does not take place.

Travel Advance

When requesting a travel advance, a Check Request Form, indicating the amount of advance requested, should be submitted to the finance department with the original copy of the approved Travel Authorization Form. An advance may be made to you provided the advance totals more than \$25 and the check request, approved by the City Manager, is received by accounts payable by Wednesday noon for printing on the Friday check run prior to departure. Mileage will not be paid in advance, except in cases of extreme financial hardship, subject to department director approval.

Travel/Expense Report

Every Travel and Expense Reimbursement Form must be submitted for final payment and reconciliation of the travel advance within ten (10) business days of completion of the trip, even if no expenses were

incurred during travel in order to reconcile any travel advance. It is your responsibility to complete and submit to the finance department a Travel and Expense Reimbursement Form together with all necessary original receipts and authorization. Receipts should be taped to a sheet of paper, organized in date-order, with appropriate account coding or other notes written next to the applicable receipt. It is the department director's responsibility to ensure all department employees traveling on City business complete the Travel and Expense Reimbursement Form in a timely manner. If you use a City credit card and all travel-related expenses are recorded in the employee's credit card log, it is not necessary to also file a Travel and Expense Reimbursement Form, unless a travel advance was received or unless there is money due either to, or from, the employee to the City or vice versa.

Reimbursement of Travel Expenses If the final amount due to you is less than the travel advance previously received, a personal check or money order should be submitted to the finance department and the City's receipt should then be attached to the Travel Expense Report. If the employee is due an additional amount, final payment shall be made within ten (10) business days of the finance department's receipt of a properly completed, coded, and approved Travel and Expense Reimbursement Form. Original receipts must accompany the Travel and Expense Reimbursement Form for reimbursement. Meals claimed under the meal allowance need not be substantiated with receipts. A meal allowance will not be paid to you when the meal is charged to the city credit card.

NOTE: *If you are not (a) owed any money back, (b) have no expenses, or (c) did not receive a Travel Advance, it is not necessary to fill out a Travel and Expense Reimbursement Form. The only time a zero-balance Travel and Expense Reimbursement Form is required to be completed post-travel is when you received a travel advance. The purpose of this is to ensure that the advance was fully used.*

Failure to File a Report: Failure to file a Travel and Expense Reimbursement Form within ten (10) business days of travel will jeopardize subsequent authorization to travel. Failure to settle an amount owed to the City within the prescribed time may result in the amount being deducted from a subsequent paycheck or from any monies due the traveler.

Miscellaneous Costs

Car Rental

Rental car charges will be reimbursed only if it can be justified as the most economical means of transportation and requires prior written approval from the city manager. Rental cars are covered under the City's insurance policy while traveling on official business. Rental company insurance should therefore be declined. You should return the rental car with a full tank of gas to prevent the need to pay airport fill-up charges. Unless traveling with a group, the City will reimburse only for a compact or smaller vehicle. If such vehicle is not available, you should request written notice of the fact from the rental agency. If you elect to rent a larger vehicle, you must pay the difference and provide supporting documentation of the price difference. Also, when renting a car for days not involving City business, you are required to reimburse the City for those days.

Other Travel Expenses Taxi, limousine service, registration fees, parking fees, and telephone calls will be reimbursed if directly related to official business. Necessary dry cleaning and laundry costs will be reimbursed if you are required to be away on official business for five (5) days or more, excluding travel

time. The City does not pay for movies or alcohol or personal telephone calls. Reimbursement for expenditures not substantiated by receipt (e.g., parking, taxi, shuttle service) will be at the discretion of the department director.

Travel Reimbursement from Other Sources

Occasionally an outside entity may agree to pay all or part of your travel expenses. In such cases, the Travel and Expense Reimbursement Form must be completed clearly indicating the third party's involvement in the trip. You are only entitled to reimbursement for travel and other expense in accordance with City policy and are required to provide the finance department with a copy of any request for reimbursement from the third party. If the third party pays more than the City, you are not allowed to keep the difference. The third party should be encouraged to reimburse the City directly for the travel expenses. When this is not possible, any third-party reimbursement made directly to you for travel expenses and/or meal allowance shall be turned over to the finance department for deposit.

**CITY OF WHITTIER
TRAVEL AUTHORIZATION FORM**

Date Requested: _____ Estimated Date(s) of Travel: _____ to _____

Destination: From -- _____ To -- _____

Purpose of Trip:

Staff Travelling:

Expenses to Be Charged to Fiscal Acct #: _____

Flight: \$ _____ Hotel: \$ _____ Meals: \$ _____ Registration: \$ _____ Other: \$ _____

Total Estimated Expense: \$ _____

Use of City-Owned Vehicle: Yes _____ No _____ Approved By: _____

Requestor (Print): _____ Title: _____

Signature: _____ Date: _____

Approved by: _____ Title: _____

Date: _____

LOCAL MEALS / PURCHASE OF GUEST MEALS

You will be reimbursed for meal expenses incurred in connection with City business under the following conditions:

1. You are attending a conference, meeting, convention, or the like as an official representative of the City, and the meal is related to said official business.
2. You are engaged in negotiations for the City or officially consulting with a representative of another government agency or commercial concern with which the City is cooperating or doing business.
3. Said meals have been approved for purchase by the appropriate department director.

In such cases, if the meeting or consultation is initiated by the City, you may extend the courtesy of paying the guest's meal ticket and be reimbursed therefore along with your own, provided:

1. The reimbursable expense allowed under this policy does not exceed 150% of the applicable meal allowance per person, plus a 20% gratuity, unless otherwise authorized by the finance director or city manager.
2. The Travel and Expense Reimbursement Form, Check Request, or Credit Card Log on which reimbursement is requested must be accompanied by the receipt from the vendor from whom the meals were obtained, must be signed by the department director, and must state the circumstances which justified the conduct of official business during a meal, or must identify the program participated in officially by you, and must identify the individual(s) whose meals are being paid.

SEPARATIONS – LEAVING YOUR JOB

Sometimes circumstances change and you need to leave your position with the City. To resign in good standing, you must submit a written resignation to your Director at least 14 days before your last day. Under certain circumstances, the 14-day notice may be waived by your Director if there are extenuating circumstances or if someone can step into your position for a seamless transition. Your written notice and any waiver by your Director will be placed in your employee file. Please note that once you have submitted a written resignation, it cannot be withdrawn without the express written approval of the City Manager.

Commented [86]: 2.70.660

Commented [87]: 2.70.665

If you fail to give the proper two-week notice, this failure will be noted in your personnel separation form if this requirement isn't waived and will prevent you from preferential rehire status. Lack of proper notice may also be cause for denial of any future employment with the City.

Commented [88]: 2.70.670

LAYOFFS

The City tries hard to retain its workforce however sometimes layoffs may occur when:

1. A position is abolished because of lack of funding for it;
2. A seasonal employee has finished their seasonal employment; or
3. A temporary appointment ends because of the reinstatement of a regular employee has returned from military leave or other approved leave and transfer to another position in the same class is not possible.

Commented [89]: 2.70.675

If a layoff is necessary, the Director will make the recommendation to the City Manager, who shall decide which employees are to be laid off. Job performance and length of service will be major factors in determining which employees are laid off. Please note that when feasible and possible, the City Manager will consider reassigning you from a higher class to a lower class for which you are qualified. Laying off employees in lower classes will also be considered.

In a case where an employee is laid off, the City will give the employee two weeks' notice or severance pay not to exceed two weeks, in its sole discretion.

Commented [90]: 2.70.690

PUBLIC SAFETY: I ATTENDED CITY-PAID POLICE ACADEMY TRAINING, BUT NEED TO LEAVE MY EMPLOYMENT – NOW WHAT?

Receiving required training to become a police officer is a great opportunity that benefits both you and the City. As such, the City will cover the significant costs associated with attending a police academy to include wages, benefits, plus tuition and associated costs of the academy. However, there are two situations to keep in mind.

1. If you fail to satisfactorily complete, or if you are dismissed from, the Police Academy training, you will be terminated from your employment with the City. If you are dismissed for inappropriate conduct or for violations of Academy and/or City policies, you will be required to pay back all costs associated with your training up to the date of dismissal.
2. If you choose to terminate your employment with the City of Whittier before your third-year anniversary date, you shall be obligated to pay back all your hiring/training/travel costs based on the following schedule:
 - a. Prior to the First-Year anniversary date: 100%
 - b. Prior to the Second-Year anniversary date: 66%
 - c. Prior to the Third-Year anniversary date: 33%

The City requires the following agreement to be in place prior to your attendance at a City-paid police academy:

CITY OF WHITTIER
AGREEMENT FOR REIMBURSEMENT FOR COSTS OF TRAINING, SALARY, AND
TRANSPORTATION IN EVENT OF RESIGNATION

I understand and agree that in consideration of my employment by the City of Whittier Police Department, I will reimburse the City of Whittier Police Department for all costs and expenses related to my training to become a certified police officer subject to the following terms and conditions:

1. In the event I voluntarily resign from the Whittier Police Department within three years of completion of the basic recruit training required to become a certified police officer, I agree to repay all the costs and expenses incurred by the police department on a prorated basis. If my resignation is before my One-Year anniversary date, I agree to pay the City back 100% of the hiring/training/travel costs. If my resignation is before my Two-Year anniversary date, I agree to pay the City back 66% of the hiring/training/travel costs. If my resignation is before my Three-Year anniversary date, I agree to pay the City back 33% of the hiring/training/travel costs.
2. I understand and agree that the costs and expenses incurred by the Whittier Police Department for my training is \$_____ and that I will repay this amount pursuant to the above referenced terms and conditions. (See attached itemized cost of training.)

I understand this Agreement does not constitute an employment contract, does not grant me any rights or benefits from the Whittier Police Department, and does not require the Whittier Police Department to offer me a position as a police officer or change the status of any probationary period. I understand that if I successfully complete the basic recruit academy training required to be certified in the State of Alaska, that this Agreement does not alter or affect any other terms or conditions of my employment with the Whittier Police Department.

I understand that if it becomes necessary to enforce this contract and judgment is entered against me, I will pay all costs and expenses incurred by the City of Whittier including reasonable attorneys' fees.

The itemized list of the training costs attached to this agreement is incorporated by reference in this contract as if fully set out herein.

Signed this _____ day of _____, 20__.

Signature: _____

Printed Name: _____

Subscribed before me this _____ day of _____, 20__.

Notary Public

My commission expires: _____

**CITY OF WHITTIER
ITEMIZED COSTS FOR BASIC RECRUIT POLICE OFFICER TRAINING**

Officer: _____

Listed below are the costs for tuition and any other reimbursable expenses relating to training costs:

Tuition to Academy: \$ _____

Other reimbursable expenses:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Total: \$ _____

I have read and understand the above listed costs for my training and agree to the total listed above.

Signature

Date: _____

Printed Name

DRIVING A CITY-OWNED VEHICLE

The City assumes responsibility for all employees and non-employees who use City vehicles and therefore requires these individuals be properly vetted before being authorized to operate a City-owned vehicle. All employees and non-employees are required to fill out a driving record release form and to add their name to the City's insurance forms located in Administration.

Employees and non-employees are not permitted to drive city vehicles until their driving record is deemed acceptable, in the sole discretion of the City.

Employees or authorized contractors are granted authority to operate City vehicles. Use by contractors must be approved by the director of public works or the city manager who will ensure the contractor has appropriate insurance coverage.

Responsibilities

All employees and non-employees driving City vehicles are expected to drive with caution and to abide by all federal, state, and municipal laws. Employees shall not park a City-owned vehicle outside any establishment which might call into question the image or reputation of the City.

Use of City Vehicles

1. Operators of a City vehicle must have a current operator's license with them. You are responsible for any citation and fines due to violations of traffic laws, including parking tickets. A current release for the City's insurance carrier to investigate personal driving records for all operators of City vehicles must be on file with Administration.
2. Passengers riding in City vehicles will be on official business and limited to other City employees or persons transacting business with the City. Persons operating and riding in a City vehicle on an approved tour or city-sponsored event (such as a parade, children's activity, field trips, etc.) are on official business. Family members or other persons "going along for the ride" are not authorized passengers unless serving as chaperones on city-sponsored events, or as participants in City programs for which riding a City vehicle has been authorized, in writing, by the current city manager.
3. The appropriate department director must approve taking the vehicle outside of the City limits, electrical service area, or immediate area surrounding Whittier. Travel to another city via a City vehicle requires pre-approval on the Travel and Expense Reimbursement Form.
4. As a driver, you are responsible to see that the vehicle and equipment is properly serviced before, during, and after operations. Mechanical or safety deficiencies should be reported to your supervisor, and the vehicle will not be operated if unsafe or likely to cause damage to the vehicle. As a driver, you may be held responsible if negligent in operating or servicing the vehicle.
5. If operating a City vehicle on a regular basis, please see the Finance department for an authorization card and pin number to Essential One gas station. If it is necessary to purchase fuel due to an unforeseen emergency, the receipt should identify the vehicle number, the name of the operator, quantity of fuel dispensed, and the name of the dispensing station. A refund will be

requested through the Travel and Expense Reimbursement Form.

6. No alcoholic beverages or illegal substances are to be kept or consumed in City vehicles except for substances acquired through the course of official police or fire department activity. If you violate this policy, you are subject to disciplinary action, up to and including, suspension or termination.

WEARING SEATBELTS – MANDATORY!

In accordance with state law, all City employees and passengers who drive in a City-provided motor vehicle while conducting City business are required to wear safety belts. This policy pertains to vehicles and equipment where safety belts are provided.

You are required to follow this policy and encouraged to cultivate the habit of wearing safety belts and make this a practice in your own personal vehicles.

TAKING HOME CITY-OWNED VEHICLES

In order to improve the care and maintenance of City-owned vehicles while providing quicker response time in emergencies, if you are authorized, you can take your City-owned vehicle to your place of residence under the following conditions:

1. Only personnel who have duties requiring 24-hour response shall be considered eligible to take a City vehicle home.
2. The City Manager must approve all requests for take-home vehicles. Requests must be submitted by the department director to the City Manager identifying the vehicle, the staff member, and justification for the need to take the vehicle home. Authorization from the City Manager must be in writing and filed in the employee's personnel file.
3. If you are allowed to take a City vehicle home overnight, the City vehicles shall not be used for personal use, except for minimal personal use, such as a stop for lunch between two business stops and commuting to and from work.
4. Vehicles shall never be operated in such a fashion and/or taken to such a location as to bring embarrassment or discredit to the City.
5. If you are assigned a take-home vehicle and will be absent from work because of vacation or extended annual leave, you shall return the vehicle to the work site. The vehicle may not be left at the airport or your home when you are on vacation or annual leave.
6. If you are assigned a take-home vehicle, you are accountable for the care and operation of the vehicle and equipment while it is in take-home status and shall be subject to disciplinary measures for improper, illegal use, and/or operation of the vehicle and its equipment while not on duty.

You should:

- A. Lock the vehicle during all unattended periods.
- B. Ensure the vehicle is reasonably clean and orderly both inside and out.
- C. Properly use the seat belts.
- D. Make sure maintenance schedules are met.

You should **not**:

- E. Alter the vehicle.
- F. Leave any equipment or property unattended for prolonged periods of time.
- G. Smoke in the vehicle.
- H. Use the vehicle to jump-start or tow non-City-owned vehicles.
- I. Operate the vehicle while impaired by any substance including prescription drugs, alcohol, marijuana, or any other illicit substance. City vehicles should not be operated if you have any physical or mental/emotional condition(s) that impair(s) your reaction or judgment.

Using City vehicles in a take-home status is not a right but a privilege and a tool to perform your job. If you gain this privilege, you must be aware of public perception and engage in proper use of the vehicle and maintain appropriate conduct while operating any City vehicles.

DO I HAVE TO REPORT ACCIDENTS I SEE OR AM A PART OF?

Yes. All City employees have a duty to immediately verbally report any and all accidents either witnessed or a part of to their immediate supervisor. The chain of reporting is non-exempt employees report to their Director. Directors report to the City Manager. The City Manager reports to the Mayor or if not available, to any member of Council. If you are a party to an accident, then you must follow your verbal report with a written report within 24 hours after the accident or as soon thereafter as is practical given your condition. The written report should be given to the person you made your verbal report to and should describe the circumstances of the accident.

Commented [91]: 2.70.048

I'VE HAD A CAR ACCIDENT! WHAT SHOULD I DO?

A City employee is required to immediately file a City Accident Report Form **any time** any City vehicle is involved in an accident. An on-site police investigation, police report, and State of Alaska Motor Vehicle Crash Form #12-209 MUST accompany any Accident Report Form in which a City vehicle and/or other vehicle sustains \$2,000 or more of damage.

The City Accident Report Form, Department Director Report, and (both) Property and Personal Injury Insurance Claim forms through the City's Insurance provider Alaska Public Entity Insurance (APEI) must be filed with the Administration within 72 hours after the accident.

CITY OF WHITTIER ACCIDENT REPORT FORM

General Information

Date of Accident: _____ Hour: _____ AM/PM

Accident Location: _____

Police at Scene? Yes No Police Department: _____

Other Vehicle Driver

Driver's Name: _____ DOB: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell/Work Number: _____

Driver's License Number: _____ State: _____

Registered Vehicle Owner Info (If Different than Driver)

Registered Owner's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell/Work Number: _____

Insurance Information

Insurance Provider: _____

Policy Number: _____

Agent Name: _____ Phone Number: _____

Other Vehicle Information

Year: _____ Make: _____ Model: _____

License Plate Number: _____ State: _____

Level of Damage: _____

Witnesses (If Any)

#1 Name: _____ Phone: _____

#2 Name: _____ Phone: _____

Notes on Accident: _____

Use to Diagram Accident



USING THE CITY SHOP AND CITY FACILITIES

Using the City shop and similar facilities for repairing privately-owned vehicles is limited to employees and employee’s vehicles. Non-employees cannot use City facilities. All use of City equipment, e.g., tools, will be on-site only. Tools, equipment, and materials may not be taken from the facility.

The Public Works Director is responsible for scheduling City shop use after hours and will maintain a log of each use which indicates dates, hours, personnel, and description of work. Logs will be routinely reviewed by the City Manager.

Other City facility use must be requested and approved by the department head responsible for the facility and equipment. The final decision on requested use of a City facility shall be left to the discretion of the department head concerned. Safety of the facilities and equipment are of primary concern.

City facilities may not be used for storage of personal property.

Such use of facilities and equipment will be monitored to ensure use is not abused as such use is a privilege and not a right.

SAFETY EQUIPMENT / PROTECTIVE CLOTHING POLICY – KEEP SAFE!

Commented [92]: 2.70.245

You will receive safety equipment and protective clothing at no cost to you when budgeted and necessary for accomplishing your assigned work. After your first full year of employment with the City, employees working in Public Safety, Public Works, and the Harbor will receive an amount not to exceed \$400 as a uniform and safety equipment upkeep allowance. All safety equipment and protective clothing provided to you by the City must be clearly and distinctly marked with the official City of Whittier emblem and your department name.

Under no circumstances will the City purchase safety equipment and/or protective clothing for the sole purpose of your personal use.

It is your responsibility to maintain all provided safety equipment and protective clothing in a safe and presentable manner. All safety equipment and protective clothing supplied by the City remains the property of the City and must be returned to the City upon termination of employment, if requested.

Upon initial hire, these are the items, per department, that the City provides. In addition to the listed items, the City will provide all other health and/or safety items required by law.

Public Safety	Fire/EMS	Public Works	Harbor
2 LS Shirts	2 EMS Pants	Hi-Vis Safety Vest	Summer/Winter Boots
2 SS Shirts	2 Fire/EMS Shirts	Hi-Vis Winter Jacket	Harbor Logo Sweatshirts
2 Pants	2 LS Shirts	Safety Glasses	Harbor Logo T-Shirts
Cruise Jacket	Ice Cleats	Leather Gloves	Harbor Logo Cap
Rain Jacket	Radio (may be shared)	General Purpose Gloves	Rain Gear
Hi-Vis Traffic Vest	Radio Carrier	Ice Cleats	Hi-Vis Safety Vest
Ice Cleats	Duty Jacket	Face Masks	All-Weather Light Jacket
Duty Belt		Ear Plugs/Muffs	Winter Jacket

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Duty Holster		Hip Waders	Ice Cleats
Magazine Carrier		Flashlight/Batteries	Work Gloves
Handcuff Case		Rain Gear	Balaclava
Taser Holster			Winter Gloves
O/C Carrier			Personal Flotation Device
Radio Carrier			
Body Armor Carrier			
Flashlight Carrier			
Duty Handgun			
At least 3 Mags			
Duty Taser			
Handcuffs			
O/C Spray			
Radio/Remote Mic			
Body Armor			
Flashlight			
Patrol Rifle (w/ Sling/light/3 Mags)			
IFAK/Trauma Kit			

WHAT IF THE RULES CHANGE OR ARE ADDED TO?

The policies and/or other information contained in this handbook are subject to change at any time due to our business needs. The City will attempt to provide you with advanced notice of any changes, and you will be notified in writing following a new or amended policy. Amendments and additions will be effective on a date determined by the City Manager and will then supersede the relevant previous policy. You will be required to sign, indicating you have received the addition or amendment.

The provisions found within this handbook work alongside the Whittier Municipal Code (WMC) and supersede all existing policies and practices. They may not be amended or added to without the express written approval of the City Manager.

Sponsored by: Hunt

**CITY OF WHITTIER, ALASKA
RESOLUTION 047-2021**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO LEASE NEGOTIATIONS WITH HUNA-TOTEM CORPORATION OF APPROXIMATELY 5 ACRES OF ATS 1545 TRACT B OF CITY OWNED TIDELANDS

WHEREAS, the City of Whittier contracted Catalyst Consulting for the 2020 Comprehensive Plan; and

WHEREAS, after multiple community meeting and community input Catalyst Consulting provided a Plan Focus Area 4 in the 2020 Comprehensive Plan that showed city goals and objectives for the Head of the Bay; and

WHEREAS, the 2020 Comprehensive Plan Focus Area Goal 1 states using the vision for the Head of the Bay, pursue fiscally sustainable development opportunities of industry, recreational opportunities, and businesses to create a Head of the Bay area that meets the needs of residents, businesses, visitors, and state economy; and

WHEREAS, the 2020 Comprehensive Plan Focus Area Objective 1 is “Continue to develop recreational opportunities at the Head of the Bay to attract visitors, increase quality of life for residents, and meet Whittier’s vision to "preserve our unspoiled environment, while improving amenities for all those who live and visit here" and "provide first-rate facilities.”; and

WHEREAS, the 2020 Comprehensive Plan Focus Area Objective 2 is “Support industry development at the Head of the Bay to create economic growth and support future business development in Whittier.”

WHEREAS, in August 2021 through executive session the City Council was presented with a development concept for the head of the bay; and

WHEREAS, during the November 9, 2021 special City council meeting Huna-Totem Corporation gave a presentation for proposed Economic Development Project; and

WHEREAS, on November 23, 2021 the City of Whittier, Huna-Totem Corporation and Catalyst Consulting held a community meeting with over 125 participants to discuss proposed Head of the Bay Economic Development Project; and

WHEREAS, on December 7, 2021 the City of Whittier, Huna-Totem Corporation and Catalyst Consulting held an additional questions and answers community meeting with over 40 participants to discuss proposed Head of the Bay Economic Development Project; and

WHEREAS, on December 8, 2021 the City of Whittier, Huna-Totem Corporation and Whittier Chamber members meet to discuss proposed Head of the Bay Economic Development Project; and

WHEREAS, tidelands make up a significant portion of the City of Whittier's land; and

WHEREAS, for over 30 plus years the City of Whittier has made Head of the Bay development a priority and recognizes the need for a stable tax base.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA that:

Section 1. The city manager is hereby authorized to negotiate approximately 5 acres of city owned tidelands of ATS 1545 tract B tidelands to Huna-Totem Corporation.

Section 2. This Resolution shall be effective immediately upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 14th day of December, 2021.

THE CITY OF WHITTIER, ALASKA

Dave Dickason, Mayor

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Jackie C. Wilde

Assistant City Manager/Acting City Clerk

Council Agenda Statement



Meeting Date: December 14, 2021

To: City Council

Through: Jim Hunt, City Manager

Agenda Item: Authorizing the City Manager to Enter into Lease Negotiations with Huna-Totem Corporation of Approximately 5 Acres of ATS 1545 Tract B of City Owned Tidelands

BACKGROUND. JUSTIFICATION & INTENT:

The City of Whittier’s 2020 Comprehensive Plan provides city goals and objectives for the Head of the Bay. The city contracted Catalyst Consulting for the 2020 Comprehensive Plan on page 87 of the plan shows goals and objectives; Focus Area Goal 1 states using the vision for the Head of the Bay, pursue fiscally sustainable development opportunities of industry, recreational opportunities, and businesses to create a Head of the Bay area that meets the needs of residents, businesses, visitors, and state economy. Focus Area Objective 1 is “Continue to develop recreational opportunities at the Head of the Bay to attract visitors, increase quality of life for residents, and meet Whittier’s vision to "preserve our unspoiled environment, while improving amenities for all those who live and visit here" and "provide first-rate facilities.” Focus Area Objective 2 is “Support industry development at the Head of the Bay to create economic growth and support future business development in Whittier.”

In August 2021 through executive session the City Council was presented with a development concept for the head of the bay. At the November 9, 2021 special City council meeting Huna-Totem Corporation gave a presentation for proposed Economic Development Project. By direction of City Council, the city administration held multiple community meetings.

On November 23, 2021 the City of Whittier, Huna-Totem Corporation and Catalyst Consulting held a community meeting with over 125 participants to discuss proposed Head of the Bay Economic Development Project. December 7, 2021 the City of Whittier, Huna-Totem Corporation and Catalyst Consulting held an additional questions and answers community meeting with over 40 participants to discuss proposed Head of the Bay Economic Development Project. December 8, 2021 the City of Whittier, Huna-Totem Corporation and Whittier Chamber members meet to discuss proposed Head of the Bay Economic Development Project

Significant portions of the City of Whittier’s land is made up of tidelands.

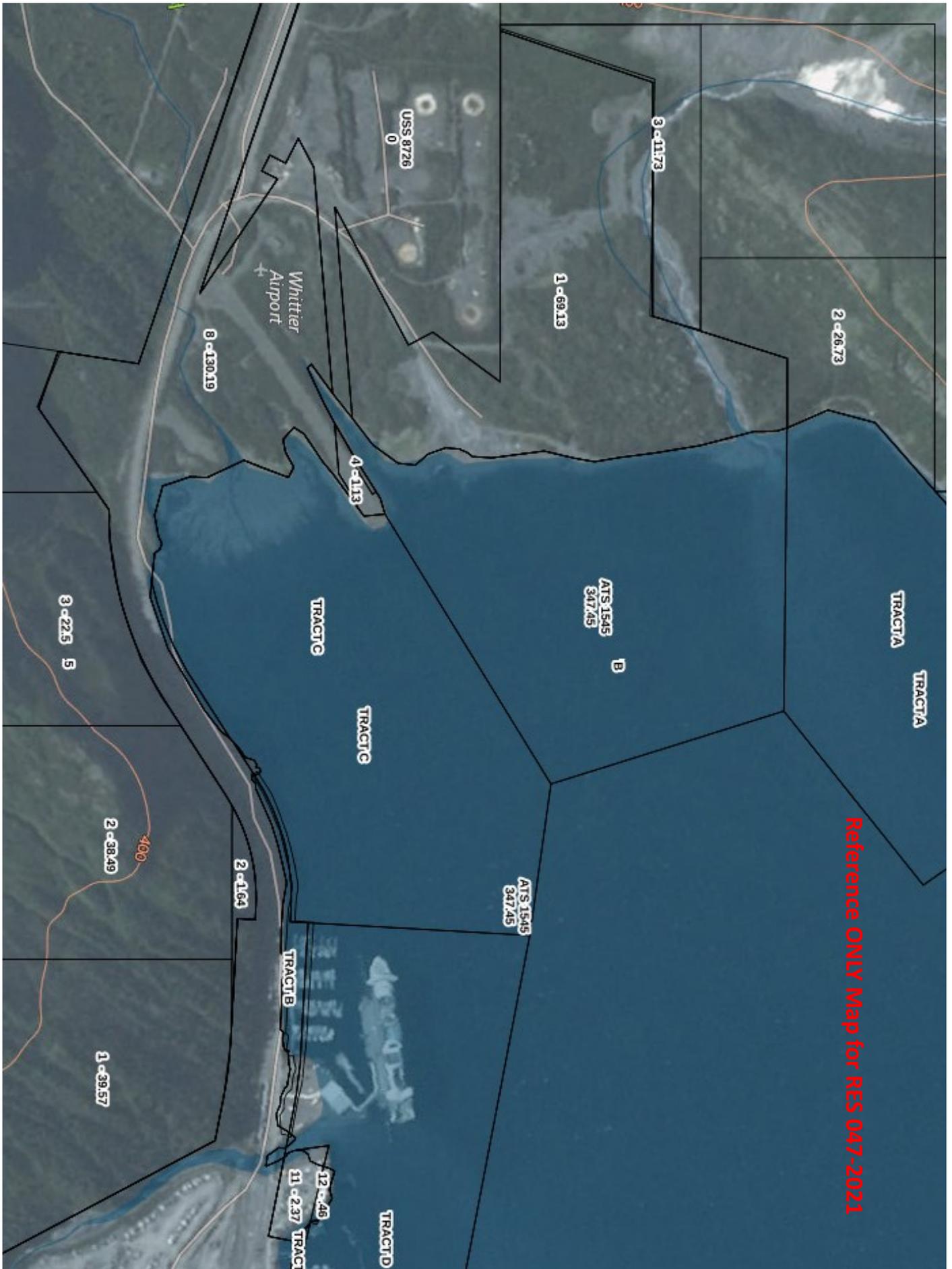
Current city citizens, council and city administration know that for 30 plus years the City of Whittier has made Head of the Bay development a priority and recognizes the need for a stable tax base.

<u>CONSISTENCY CHECKLIST:</u>	Yes	No	N/A
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1.	<p>2020 Comprehensive Plan (<i>document source here</i>): Pg 87 Goal 1: <i>Using the vision for the Head of the Bay, pursue fiscally sustainable development opportunities of industry, recreational opportunities, and businesses to create a Head of the Bay area that meets the needs of residents, businesses, and visitors.</i></p> <p><i>Objective 1: Continue to develop recreational opportunities at the Head of the Bay to attract visitors, increase quality of life for residents, and meet Whittier’s vision to "preserve our unspoiled environment, while improving amenities for all those who live and visit here" and "provide first-rate facilities."</i></p> <p><i>Objective 2: Support industry development at the Head of the Bay to create economic growth and support future business development in Whittier.</i></p> <p><i>Objective 3: Restore Shakespeare Creek area and provide access for visitors and residents.</i></p> <p><i>On the next page, Figure 16 details a conceptual layout for the Head of the Bay as devised by community members during comprehensive plan work group meetings. The proposed vision presents a multi-use Head of the Bay area inclusive of industrial, commercial, and recreational uses.</i></p>			X
2.	Whittier Code: 3.36.190 Sale or lease to benefit City function. 3.36.150 Chapters 17.12 and 17.16	X		
3.		X		

ATTORNEY REVIEW: Yes _____ No _____ Not Applicable X

RECOMMENDATION: That the Whittier City Council authorize the City Manager to Enter into Lease Negotiations with Huna-Totem Corporation of Approximately 5 Acres of ATS 1545 Tract B of City Owned Tidelands.



LEGEND

- RECORD MONUMENT PER ATS 1545

NOTES

- 1) DIMENSIONS SHOWN ARE PER ATS 1545 RECORDED IN THE ANCHORAGE RECORDING DISTRICT AS PLAT NO. 2003-49.
- 2) NO SURVEY WAS PERFORMED

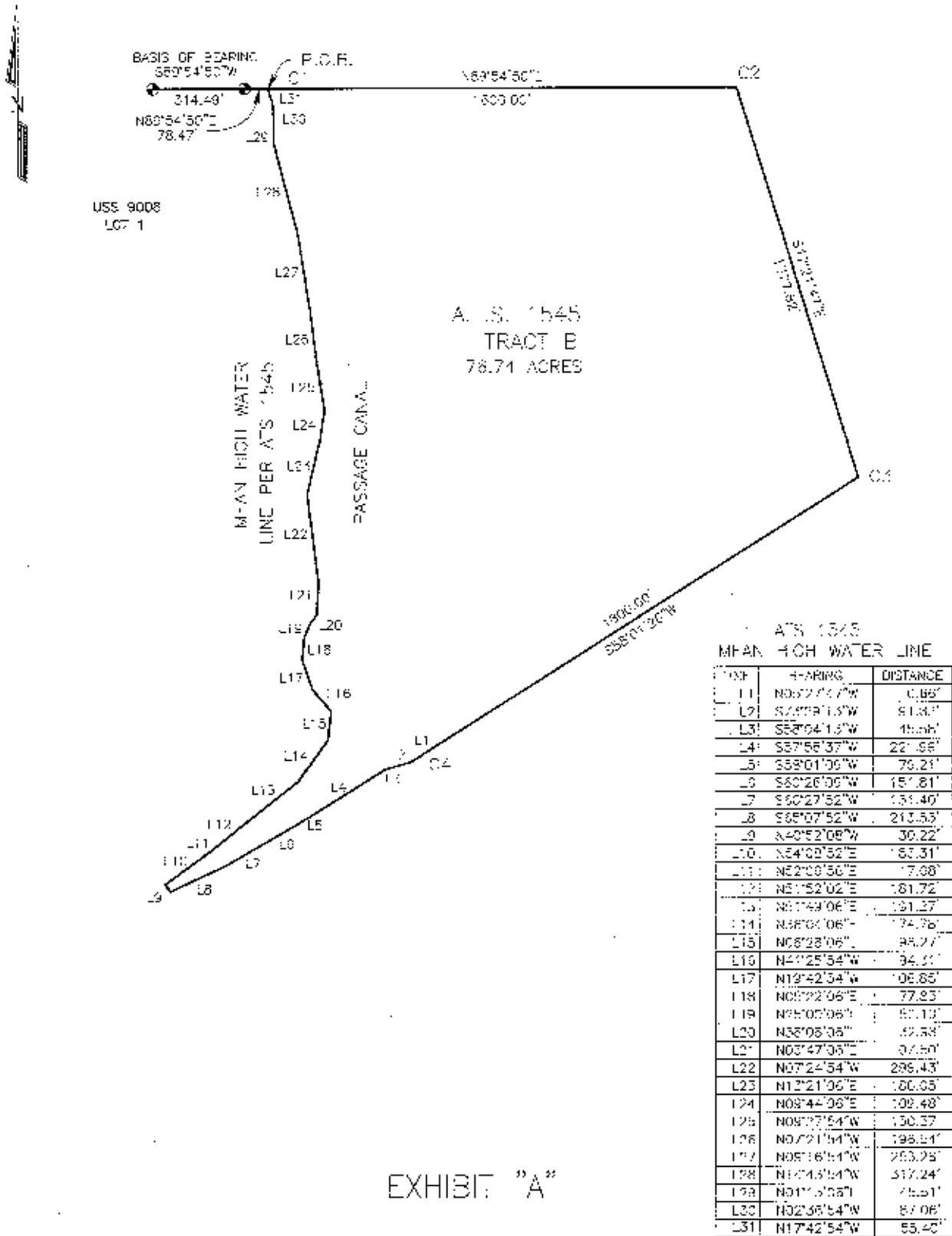


EXHIBIT "A"

GRAPHIC SCALE



DRAWN RI
CHKD MI
DATE 12/27/07
SCALE AS SHOWN



1500 7th Ave
Anchorage, Alaska 99503
Phone: 907.261.1371
Fax: 907.262.0220
www.pndengineers.com

DEFENDS PARCEL
LEGAL DESCRIPTION EXHIBIT
A. I. WITHIN
SECTIONS 14 & 15, TOWNSHIP 8 NORTH,
RANGE 4 EAST, S.M., ALASKA
ANCHORAGE RECORDING DISTRICT

FB N/A
CRD N/A
PRJ NO. 051136
DWG. NO. 1 OF 1

**CITY OF WHITTIER, ALASKA
RESOLUTION 048 -2021**

A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY2022 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FISHERIES MANAGEMENT AREA 15 - PRINCE WILLIAM SOUND

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the Shared Fisheries Business Tax Program, the municipality must demonstrate to the State of Alaska Department of Commerce, Community and Economic Development (DCCED) that the municipality suffered significant effects during the year, from fisheries business activities; and

WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the DCCED; and

WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of the DCCED, of alternate allocation methods which may be used within fisheries management areas if all municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and

WHEREAS, the Whittier City Council proposes to use an alternative allocation method to distribute the FY2022 funding available within Fisheries Management Area 15 – Prince William Sound Area, in agreement with all other municipalities in the area participating in the FY2022 Shared Fisheries Business Tax Program, consistent with how the shared fisheries business taxes have been allocated in recent years, and 3AAC 134.100 requires the governing body to include with the municipality’s application, an approved resolution certifying the information contained in the application to be true and correct.

NOW, THEREFORE, BE IT RESOLVED that the Whittier City Council hereby certifies that the alternative allocation method is considered to fairly reflect the distribution of significant effects of fisheries business activity in Fisheries Management Area 15 – Prince William Sound Area and approves the alternative method which results in the communities of Cordova, Valdez and Whittier sharing equal portions of the allocation.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 14th day of December, 2021.

THE CITY OF WHITTIER, ALASKA

Dave Dickason, Mayor

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Jackie C. Wilde

Assistant City Manager/Acting City Clerk

Council Agenda Statement



Meeting Date: December 14, 2021
To: City Council
Through: Jim Hunt, City Manager
From: Kris Erchinger, Finance Director
Agenda Item: Shared Fisheries Business Tax Application

BACKGROUND, JUSTIFICATION & INTENT:

The City of Whittier is required to apply to the State of Alaska Department of Community and Economic Development (DCCED) each year to qualify for funding under the State's *Shared Fisheries Business Tax Program*. The purpose of the program is to share state fish tax collected outside municipal boundaries, with municipalities that have been affected by fishing industry activities. This program is different from the state fish tax sharing program which shares fish tax revenues collected inside municipal boundaries.

State law requires that funding be allocated first to fisheries management areas across the state based on the level of fish and shellfish processed in each area relative to total statewide fish and shellfish processed. Funds are then allocated among municipalities located within each fisheries management area, based on the relative level of impacts experienced by each municipality.

Whittier is located within Fisheries Management Area 15 – Prince William Sound Area which includes the communities of Whittier, Cordova and Valdez. For many years, the communities in FMA15 have agreed to utilize the alternative allocation method as it is considered to fairly distribute the significant effects of fisheries business activity. Under the alternative method, the three communities will share equal portions of the allocation.

<u>CONSISTENCY CHECKLIST:</u>		Yes	No	N/A
1.	2020 Comprehensive Plan (<i>document source here</i>):			X
2.	Whittier Code:			X
3.	Other (<i>list</i>): Correspondence from the communities of Cordova and Valdez, agreeing to continue the practice of submitting the Alternative Allocation based on an equal sharing of the allocation.	X		

FISCAL NOTE:

The total allocation is expected to be \$66,454.60 and when allocated equally, is expected to generate \$22,151.54 for Whittier.

ATTORNEY REVIEW: Yes _____ No _____ Not Applicable X _____

RECOMMENDATION: That the Whittier City Council approve the Alternative Allocation Method and submit a request to the State of Alaska for the FY22 Shared Fisheries Business Tax Program.

CALL TO ORDER

The November 16, 2021 Special meeting of the Whittier City Council was called to order at 6:09 p.m. by Mayor Dickson.

OPENING CEREMONY

Mayor Dickason led the pledge of allegiance to the flag

ROLL CALL

There were present:

Dave Dickason presiding, and

Cathy McCord **Dan Blair**

David Pinquouch *arrived 6:18pm* **Tom Wagner** *arrived 6:56pm*

Via Phone- **Victor Shen** *phone call dropped at 6:31pm*

Peter Denmark *declined to attend meeting due to restrictions call ended at 6:11pm- Attended Executive session at 7:48 by phone*

Via Teams- None

Comprising a quorum of the Board; and

Absent -None

Also Present

Jim Hunt, City Manager

Jackie C. Wilde- Assistant City Manager

Kris Erchinger, Finance Director

Scott Korbe, Public Works Director

Dave Borg, Harbormaster

Andre Achee, Police Chief

Amy Pantaleon, Office Manager

CITIZENS' COMMENTS ON ANY SUBJECT EXCEPT THOSE ITEMS SCHEDULED FOR PUBLIC HEARING – None

APPROVAL OF SPECIAL MEETING AGENDA AND CONSENT AGENDA

Motion (Blair/McCord)

Approval of Agenda and Consent Agenda

Motion Passed

Unanimous

Consent - None

PRESENTATIONS

Presentation by Huna-Totem Corporation for proposed Economic Development Project at the head of the bay

PUBLIC HEARINGS (NON-ORDINANCE)- None

RESOLUTIONS- None

NEW BUSINESS- None

EXECUTIVE SESSION

Jim Hunt, City Manager Evaluation- Matters that would tend to injure the reputation of a person provided, however, that the person may request a public discussion; WMC 2.08.040(2)

Motion (Wagner/McCord)

Go into Executive session to discuss City Manager's evaluation

Pinqouch asked why council members weren't able to attend via team/phone. **Wilde** explained that there was an area in city code that was repealed. Administration spoke with the city attorney; it was confirmed that we could call council members for the executive session. **Wilde** stated at she would be calling council member Denmark the approval to go into executive session was done. **Pinqouch** asked that administration make sure that the code issues be addressed and cleared up. **Wilde** stated that she would work with the city attorney on it.

Motion Passed

Unanimous

Council went into Executive Session at 7:48 p.m.

Council came out of Executive Session at 9:15 p.m.

Direction to Assistant City Manager to schedule an executive session for November 15, 2021 at 5:00 PM Topic- City Manager Contract- Matters that would tend to injure the reputation of a person provided, however, that the person may request a public discussion; WMC 2.08.040(2)

Motion (Wagner/Denmark)

Schedule executive session for November 15, 2021 at 5:00 PM- City Manager Contract- Matters that would tend to injure the reputation of a person provided, however, that the person may request a public discussion; WMC 2.08.040(2)

Motion Passed

Unanimous

COUNCIL COMMENTS-None

CITIZENS COMMENTS -None

COUNCIL AND ADMINISTRATION RESPONSE TO CITIZEN COMMENTS -None

ADJOURNMENT

The meeting was adjourned at 9:18 p.m.

Jackie C. Wilde
Assistant City Manager- Acting Clerk

Dave Dickson
Mayor

(City Seal)

DRAFT

CALL TO ORDER

The November 16, 2021 regular meeting of the Whittier City Council was called to order at 7:04 p.m. by Mayor Dickson.

OPENING CEREMONY

Mayor Dickason led the pledge of allegiance to the flag

ROLL CALL

There were present:

Dave Dickason presiding, and
Dan Blair Victor Shen David Pinqouch Cathy McCord

Via Teams- Peter Denmark
 Tom Wagner

Comprising a quorum of the Board.

Also Present

Jim Hunt, City Manager- Via Teams
Jackie C. Wilde- Assistant City Manager
Kris Erchinger, Finance Director
Scott Korbe, Public Works Director
Dave Borg, Harbormaster
Andre Achee, Police Chief
Amy Pantaleon, Office Manager

CITIZENS' COMMENTS ON ANY SUBJECT EXCEPT THOSE ITEMS SCHEDULED FOR PUBLIC HEARING – None

APPROVAL OF SPECIAL MEETING AGENDA AND CONSENT AGENDA

Motion (Blair/Shen)

Approval of Agenda and Consent Agenda

Motion Passed

Unanimous

On Consent

Resolution 039-2021 Adopting Updated Budget Policies to Guide the City Toward Improved Financial Stability

Resolution 041-2021 Authorizing Signatories for All City Bank and Investment Accounts and Rescinding All Previous Resolutions in Conflict Herewith
October 19, 2021 Regular Meeting Minutes
Town Hall Meeting Schedule Memorandum

PRESENTATIONS AND REPORTS

Mayor Report- None

Vice Mayor Report- None

City Manager Report- Finance Director Erchinger gave general overview of city manager report and updated scheduling review.

City Attorney Report Attorney Wells reported

Commission/Committee Reports- None

PUBLIC HEARINGS (NON-ORDINANCE)

Motion(Blair/Pinquoch)

Introduction Non-Code Ordinance 005-2021 1st Reading, Approving The 2022 Budgeted Revenues, Expenditures/Expenses and Interfund Transfers, And Appropriating Funds

General discussion given regarding 2022 budget

Motion Passed

Unanimous

AYES: Blair, Pinquoch, McCord, Denmark, Wagner, Shen, Dickason

NEW BUSINESS

Motion (Blair/Pinquoch)

Ordinance 004-2021, Emergency Ordinance Temporarily Authorizing the Suspension and/or Modification Of Various Sections Of The Whittier City Code Regarding Public Meetings And Participation In Order To Protect And Preserve The Health, Safety, And Welfare Of The Whittier Community During A State And Local Public Health Emergency Resulting From Covid-19

Motion Passed

Unanimous

Motion (Blair/Pinquoch)

Resolution 040-2021 Approving The Assignment Of The Lease Between The City Of Whittier And Whittier Dock Enterprises, A Wholly Owned Subsidiary Of Franklin Dock Enterprises, To Princess Cruises Lines, Ltd, Subject To And Conditional Upon Further Amendments To And Restatement Of The Terms Of The Lease, And

Approving The Essential Terms Of A Second Amended And Restated Tidelands Lease With Princess Cruise Lines, Ltd, Intended To Amend And Restate The Lease With Whittier Dock Enterprises, And Authorizing The City Manager To Enter Into All Necessary Agreements With The Parties Incorporating The Essential Terms Approved

Motion Passed

Unanimous

Motion (Blair/ Shen)

Resolution 042-2021 Approving Emergency Repairs to Replace Deteriorated Portions Of The Tidal Lagoon Culvert In The Amount Of \$23,621.69, And Appropriating Funds

Motion Passed

Unanimous

Motion (Blair/Wagner)

Resolution 043-2021 Authorizing An Employment Agreement With Jim Hunt To Serve As City Manager For Three Additional Years

Motion Passed

AYES: Blair, Shen, Wagner, McCord, Denmark Dickason
NAYES: Pinqouch

Motion (Blair/Shen)

Resolution 044-2021 Adopting A 2022 Whittier Fee Schedule for All City Departments, Including the Harbor

Motion Passed

AYES: Shen, Wagner, McCord, Dickason
NAYES: Pinqouch, Blair, Denmark

Other New Business

Council rescheduled December 21, 2021 meeting to December 14, 2021

COUNCIL COMMENTS- None

CITIZENS COMMENTS-

Suzanne Eusden- Asked what the CM salary was. She asked for a copy of the Princess lease administration provided a copy of the packet. Asked additional questions regarding the Princess lease.

Kelly Bender owner of Lazy charters wants clarification on lease wanting to know why it hasn't been completed.

COUNCIL AND ADMINISTRATION RESPONSE TO CITIZEN COMMENTS

Finance Director Erchinger replied to citizen Eusden's questions.

Finance Director Erchinger apologized to Ms. Bender regarding her lease.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

Jackie C. Wilde
Assistant City Manager- Acting Clerk

Dave Dickson
Mayor

(City Seal)

DRAFT

Finance Director Erchinger reported that previous public work sessions and hearings, citizens expressed concerns for the physical and mental health of our residents, especially children. The community's only healthcare facility, the community health clinic, has closed due to lack of staffing, leaving the community without any local options for healthcare, including mental health support. The residents of Whittier primarily live in a single building; that building previously had a single room available for residents to gather, but the room has been closed due to covid restrictions -- as has the school -- leaving no place for the children to recreate outside of school hours.

Erchinger stated numerous citizen requests have been made asking the city to install new playground equipment, offer outdoor basketball hoops/nets, purchase gaming tables (such as ping pong, foosball), assist with funding a new rock climbing wall, and improve access and linkage of local trails, to enable children (and adults) to recreate both indoors and outdoors. Residents expressed concerns that children are not able to safely play out-of-doors much of the year due to extreme wind, snow, and ice conditions, and with no other location in town to go (literally!), children and their families are often stuck indoors in their condo units (the building management does not allow folks to congregate in shared spaces due to covid social distancing requirements) with no opportunity to have physical separation from one another. Since this grant is directed toward low-and-moderate income households, offering healthy lifestyle options for youth and adults was seen as the option that would have the greatest positive impact on the lives of our residents.

Motion Passed

Unanimous Consent

CORRESPONDENCE, INFORMATIONAL ITEMS AND REPORTS- None

COUNCIL COMMENTS- None

CITIZENS' COMMENTS- None

COUNCIL AND ADMINISTRATIVE RESPONSE TO CITIZENS' COMMENTS- None

ADJOURNMENT

The meeting was adjourned at 5:21 p.m.

Jackie C. Wilde
Assistant City Manager/Acting Clerk

Dave Dickason
Mayor

(City Seal)

CITY OF WHITTIER
 COMBINED CASH INVESTMENT
 OCTOBER 31, 2021

COMBINED CASH ACCOUNTS

99-000-1000	COMBINED CASH CHECKING	8,333,889.46
99-000-1001	XPRESS DEPOSIT ACCOUNT	17,972.42
99-000-1020	COMBINED INVESTMENTS	2,000,000.00
		<hr/>
	TOTAL COMBINED CASH	10,351,861.88
99-000-1800	CASH CLEARING - ACCT REC	(433.60)
99-000-1840	CASH CLEARING - PROPERTY TAX	700.00
99-000-0100	CASH ALLOCATED TO OTHER FUNDS	(10,352,128.28)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND	1,700,231.60
14	ALLOCATION TO PUBLIC WORKS EQUIP FUND	270,912.44
20	ALLOCATION TO CRUISE SHIP TAX	2,109,691.39
21	ALLOCATION TO COVID19 GRANT FUND	9,803.37
24	ALLOCATION TO NEW CITY PARK FUND	88,760.45
30	ALLOCATION TO SHOTGUN COVE	(8,222.32)
31	ALLOCATION TO 2019 EARTHQUAKE	(194,636.10)
50	ALLOCATION TO WATER AND WASTEWATER	795,963.90
51	ALLOCATION TO SMALL BOAT HARBOR	1,131,869.85
53	ALLOCATION TO DELONG DOCK	1,075,194.48
60	ALLOCATION TO MOTOR POOL	34,517.00
61	ALLOCATION TO COMPENSATED ABSENCES	112,545.87
72	ALLOCATION TO NOT USED	1,014,900.00
73	ALLOCATION TO HARBOR MRRF	1,460,596.35
75	ALLOCATION TO WATER/WASTEWATER MRRF	750,000.00
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	10,352,128.28
	ALLOCATION FROM COMBINED CASH FUND - 99-000-1000	(10,352,128.28)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

CITY OF WHITTIER
BALANCE SHEET
OCTOBER 31, 2021

GENERAL FUND

ASSETS

01-000-0100	CASH - COMBINED FUND	1,700,231.60	
01-000-1090	PETTY CASH	250.00	
01-000-1200	ACCOUNTS RECEIVABLE - GENERAL	148,490.84	
01-000-1210	ACCOUNTS REC PROPERTY TAX REAL	87,509.36	
01-000-1212	ACCOUNTS REC PROPERTY TAX PERS	191,362.80	
01-000-1215	UNAPPLIED PAYMENT - PROP TAX	(25,252.63)	
01-000-1220	ACCOUNTS REC - BUSINESS TAX	15,096.35	
01-000-1230	ACCOUNTS RECEIVABLE - LEASES	20,243.42	
01-000-1299	ALLOWANCE FOR DOUBTFUL ACCOUN	(72,248.96)	
01-000-1710	PREPAID WORKER'S COMP.	116,266.07	
01-000-1720	PREPAID INSURANCE	183,884.21	
01-000-1900	SUSPENSE	38,016.49	
	TOTAL ASSETS		<u>2,403,849.55</u>

LIABILITIES AND EQUITY

LIABILITIES

01-000-2000	ACCOUNTS PAYABLE	566.67	
01-000-2050	FEDERAL PAYROLL TAXES PAYABLE	9,473.13	
01-000-2060	ESC TAXES PAYABLE	(1,644.56)	
01-000-2075	HEALTH & LIFE INSURANCE PAYABL	2,135.72	
01-000-2080	PERS PAYABLE	13,909.72	
01-000-2085	DEFERRED COMP PAYABLE	2,850.00	
01-000-2090	AFLAC/GUARDIAN INSURANCE LIAB	72.83	
01-000-2097	MISCELLANEOUS PR PAYABLE	(2,000.00)	
01-000-2150	ACCRUED PAYROLL	43,288.80	
01-000-2310	UNEARNED REVENUE - PROPERTY TA	38,347.40	
01-000-2320	UNEARNED REVENUE - OTHER	1,715.98	
01-000-2330	UNEARNED REVENUE - LEASES	12,585.42	
	TOTAL LIABILITIES		121,301.11

FUND EQUITY

01-000-3000	FUND BALANCE	2,421,154.28	
01-000-3201	F/B-ASSIGNED OPERATING RESERVE	326,831.96	
01-000-3202	F/B-ASSIGNED PARKS AND REC	43,700.88	
01-000-3203	F/B-ASSIGNED EXXON SETTLEMENT	84,427.57	
	REVENUE OVER EXPENDITURES - YTD	(593,566.25)	
	BALANCE - CURRENT DATE		<u>2,282,548.44</u>
	TOTAL FUND EQUITY		<u>2,282,548.44</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,403,849.55</u>

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
01-310-4005 FISH TAX	.00	4,882.59	50,000.00	45,117.41	9.8
01-310-4006 MOTOR VEHICLE REGISTRATION	348.68	3,170.28	3,500.00	329.72	90.6
01-310-4007 LIQUOR TAX	.00	.00	5,000.00	5,000.00	.0
01-310-4009 ELEC & TELE CO-OP TAX	.00	3,524.75	3,600.00	75.25	97.9
01-310-4200 SALES TAX	186,421.60	409,491.91	375,000.00	(34,491.91)	109.2
01-310-4201 PROPERTY TAX - REAL	.00	379,040.79	380,000.00	959.21	99.8
01-310-4202 PROPERTY TAX - PERSONAL	507.60	339,062.16	330,000.00	(9,062.16)	102.8
01-310-4205 BUSINESS TRANSPORTATION TAX	29,147.40	159,361.47	150,000.00	(9,361.47)	106.2
TOTAL TAXES	216,425.28	1,298,533.95	1,297,100.00	(1,433.95)	100.1
<u>LICENSES & PERMITS</u>					
01-320-4250 BUSINESS LICENSES	.00	3,300.00	4,000.00	700.00	82.5
01-320-4251 USER FEES & PERMITS	.00	270.00	1,000.00	730.00	27.0
01-320-4312 AMBULANCE FEES	.00	.00	5,000.00	5,000.00	.0
TOTAL LICENSES & PERMITS	.00	3,570.00	10,000.00	6,430.00	35.7
<u>INTERGOVERNMENTAL REVENUE</u>					
01-330-4002 STATE REVENUE SHARING	.00	76,281.89	75,000.00	(1,281.89)	101.7
01-330-4003 STATE PAY-IN-LIEU OF TAXES	.00	60,708.30	55,000.00	(5,708.30)	110.4
01-330-4011 EMS SMALL GRANT	.00	.00	2,500.00	2,500.00	.0
01-330-4025 NAT'L FOREST SERVICE RECEIPTS	.00	20,953.45	24,000.00	3,046.55	87.3
TOTAL INTERGOVERNMENTAL REVENUE	.00	157,943.64	156,500.00	(1,443.64)	100.9
<u>LEASES</u>					
01-345-4512 LEASE INCOME - ARRC AGREEMENT	12,646.09	12,646.09	.00	(12,646.09)	.0
01-345-4513 LEASE CREDITS (CONTRA)	.00	(3,904.00)	.00	3,904.00	.0
01-345-4515 LEASE INCOME - CITY LAND	5,335.50	161,990.82	233,380.00	71,389.18	69.4
01-345-4517 LEASES - ARRC LAND	1,176.49	18,547.20	.00	(18,547.20)	.0
01-345-4520 LEASE INCOME - CONDOMINIUMS	557.44	10,591.36	13,380.00	2,788.64	79.2
01-345-4525 LAND USE RENT	5,705.00	12,250.00	12,000.00	(250.00)	102.1
TOTAL LEASES	25,420.52	212,121.47	258,760.00	46,638.53	82.0
<u>FINES & CITATIONS</u>					
01-350-4261 PSD FINES & CITATIONS	.00	83.00	1,000.00	917.00	8.3
01-350-4262 PSD PARKING TICKETS CIVIL	.00	514.00	.00	(514.00)	.0
TOTAL FINES & CITATIONS	.00	597.00	1,000.00	403.00	59.7

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
01-360-4099 MISCELLANEOUS REVENUE	90.00	(175.56)	2,500.00	2,675.56	(7.0)
01-360-4204 INTEREST & PENALTIES	4.60	5.62	2,000.00	1,994.38	.3
01-360-4270 DONATIONS	.00	10,000.00	.00	(10,000.00)	.0
01-360-4900 INTEREST ON BANK ACCOUNTS	134.22	2,646.02	50,000.00	47,353.98	5.3
01-360-4902 INTEREST ON ESCROW ACCOUNTS	.00	.00	15,000.00	15,000.00	.0
01-360-4914 TRANSFIELD - TUNNEL CONTRAC	.00	34,970.96	77,825.00	42,854.04	44.9
01-360-4915 GIRDWOOD-POLICE CONTRACT	56,250.00	618,750.00	684,383.00	65,633.00	90.4
TOTAL MISCELLANEOUS	56,478.82	666,197.04	831,708.00	165,510.96	80.1
<u>TRANSFERS & OTHER</u>					
01-390-4990 TRANSFER IN FROM CVP FUND	.00	215,043.00	215,043.00	.00	100.0
01-390-4994 TRANSFER IN FROM HARBOR	51,561.18	126,068.08	156,000.00	29,931.92	80.8
01-390-4995 TRANSFER IN FROM WWS	31,699.06	36,251.52	39,048.00	2,796.48	92.8
01-390-4996 TRANSFER IN FROM DELONG DOCK	2,797.25	2,797.25	38,400.00	35,602.75	7.3
TOTAL TRANSFERS & OTHER	86,057.49	380,159.85	448,491.00	68,331.15	84.8
TOTAL FUND REVENUE	384,382.11	2,719,122.95	3,003,559.00	284,436.05	90.5

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
01-400-6000 SALARIES & WAGES	39,399.42	279,300.56	333,746.00	54,445.44	83.7
01-400-6030 FICA TAXES	564.50	4,717.69	5,078.00	360.31	92.9
01-400-6040 WORKER'S COMP.	.00	.00	6,000.00	6,000.00	.0
01-400-6050 ESC TAXES	183.35	2,540.64	3,502.00	961.36	72.6
01-400-6060 HEALTH & LIFE INSURANCE	10,656.80	57,629.64	66,249.00	8,619.36	87.0
01-400-6070 PERS RETIREMENT	7,364.33	50,823.03	61,656.00	10,832.97	82.4
01-400-6205 ADVERTISING	685.00	1,685.00	5,000.00	3,315.00	33.7
01-400-6210 B.T.I. CONDO FEES	.00	.00	2,500.00	2,500.00	.0
01-400-6220 BANK SERVICES CHARGES	817.90	6,463.91	10,000.00	3,536.09	64.6
01-400-6240 COMMUNITY SUPPORT-DONATIONS	.00	198.25	.00	(198.25)	.0
01-400-6280 DUES & SUBSCRIPTIONS	.00	2,270.72	5,000.00	2,729.28	45.4
01-400-6410 INSURANCE - LIABILITY	.00	8,260.80	9,000.00	739.20	91.8
01-400-6440 INSURANCE - PROPERTY	.00	150.00	.00	(150.00)	.0
01-400-6540 LICENSES & PERMITS	.00	115.00	.00	(115.00)	.0
01-400-6541 PENALTIES & FEES	.00	.00	1,000.00	1,000.00	.0
01-400-6565 OUTSIDE CONTRACTORS	.00	6,432.72	16,120.00	9,687.28	39.9
01-400-6570 PHYSICAL EXAMS & BACKGROUND CK	.00	.00	400.00	400.00	.0
01-400-6580 POSTAGE	500.00	2,768.80	2,500.00	(268.80)	110.8
01-400-6610 PROF. FEES - ACCOUNTING	900.00	17,850.00	22,000.00	4,150.00	81.1
01-400-6620 PROF. FEES - APPRAISAL	.00	4,000.00	12,000.00	8,000.00	33.3
01-400-6625 PROF. FEES - FINANCIAL SOFTWARE	1,666.00	18,326.00	25,000.00	6,674.00	73.3
01-400-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	20,000.00	20,000.00	.0
01-400-6636 PROF FEES - WEB SITE SUPPORT	.00	2,030.00	4,200.00	2,170.00	48.3
01-400-6650 PROF. FEES - LEGAL	12,260.38	64,715.82	60,000.00	(4,715.82)	107.9
01-400-6670 REIMBURSEMENT	.00	335.13	.00	(335.13)	.0
01-400-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	674.00	800.00	126.00	84.3
01-400-6770 TRAVEL, TRAINING & DEV.	.00	1,391.47	12,000.00	10,608.53	11.6
01-400-7351 EQUIPMENT MAINT. AGREEMENTS	.00	.00	2,000.00	2,000.00	.0
01-400-7450 REPAIRS-OFFICE EQUIPMENT	200.00	400.00	1,000.00	600.00	40.0
01-400-8550 SUPPLIES - OFFICE	330.63	1,808.12	5,000.00	3,191.88	36.2
01-400-8750 SUPPLIES - PRINTING	.00	.00	300.00	300.00	.0
01-400-9000 UTILITIES - INTERNET	1,521.05	13,262.93	13,000.00	(262.93)	102.0
01-400-9070 UTILITIES - TELEPHONE	800.90	8,920.12	9,500.00	579.88	93.9
01-400-9100 MISCELLANEOUS EXPENSES	.00	(12,517.17)	2,000.00	14,517.17	(625.9)
01-400-9530 CAPITAL OUTLAY-COMPUTER EQUIP	.00	5,694.60	5,000.00	(694.60)	113.9
TOTAL ADMIN	77,850.26	550,247.78	721,551.00	171,303.22	76.3

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
01-401-6240 CITY COUNCIL-COMMUNITY SUPPORT	344.00	3,364.50	4,000.00	635.50	84.1
01-401-6280 DUES & SUBSCRIPTIONS	.00	1,446.00	600.00	(846.00)	241.0
01-401-6325 FIREWORKS	.00	5,000.00	.00	(5,000.00)	.0
01-401-6600 PROF. FEES - AUDIT	.00	41,017.64	38,000.00	(3,017.64)	107.9
01-401-6650 PROF. FEES - LEGAL	.00	3,999.00	.00	(3,999.00)	.0
01-401-6770 TRAVEL, TRAINING & DEV.	.00	98.28	3,000.00	2,901.72	3.3
01-401-6800 COUNCIL CHAMBER IMPROV	.00	.00	1,500.00	1,500.00	.0
01-401-8550 SUPPLIES - OFFICE	.00	98.44	800.00	701.56	12.3
01-401-9070 UTILITIES - TELEPHONE	74.99	544.96	.00	(544.96)	.0
01-401-9500 LOBBYIST FEES	.00	104,000.00	120,000.00	16,000.00	86.7
TOTAL COUNCIL	418.99	159,568.82	167,900.00	8,331.18	95.0
<u>ELECTIONS</u>					
01-420-6100 VOLUNTEER SUPPORT	915.10	915.10	1,200.00	284.90	76.3
01-420-6205 ADVERTISING	.00	.00	600.00	600.00	.0
01-420-8150 SUPPLIES - CONSUMABLE	.00	523.00	.00	(523.00)	.0
TOTAL ELECTIONS	915.10	1,438.10	1,800.00	361.90	79.9

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY</u>					
01-510-6000 SALARIES & WAGES	78,297.13	544,370.22	680,413.00	136,042.78	80.0
01-510-6030 FICA TAXES	1,187.85	11,926.42	10,459.00	(1,467.42)	114.0
01-510-6040 WORKER'S COMP.	.00	.00	25,714.00	25,714.00	.0
01-510-6050 ESC TAXES	154.24	4,812.71	6,915.00	2,102.29	69.6
01-510-6060 HEALTH & LIFE INSURANCE	14,912.33	84,224.67	106,024.00	21,799.33	79.4
01-510-6070 PERS RETIREMENT	13,533.65	90,547.54	115,398.00	24,850.46	78.5
01-510-6091 UNIFORM ALLOWANCE	320.00	1,360.00	2,500.00	1,140.00	54.4
01-510-6100 VOLUNTEER SUPPORT	.00	.00	1,500.00	1,500.00	.0
01-510-6205 ADVERTISING	.00	275.00	250.00	(25.00)	110.0
01-510-6210 B.T.I. CONDO FEES	378.01	745.01	2,000.00	1,254.99	37.3
01-510-6280 DUES & SUBSCRIPTIONS	.00	130.00	500.00	370.00	26.0
01-510-6410 INSURANCE - LIABILITY	.00	10,969.24	17,500.00	6,530.76	62.7
01-510-6420 INSURANCE - AUTO	.00	4,918.68	9,000.00	4,081.32	54.7
01-510-6440 INSURANCE - PROPERTY	.00	(301.25)	1,200.00	1,501.25	(25.1)
01-510-6540 LICENSES & PERMITS	.00	.00	2,000.00	2,000.00	.0
01-510-6565 OUTSIDE CONTRACTORS	.00	45,135.52	35,600.00	(9,535.52)	126.8
01-510-6570 PHYSICAL EXAMS	.00	343.00	2,000.00	1,657.00	17.2
01-510-6580 POSTAGE	.00	5.28	200.00	194.72	2.6
01-510-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	800.00	800.00	.0
01-510-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	14.99	500.00	485.01	3.0
01-510-6735 EQUIPMENT PURCHASE	.00	2,848.50	8,000.00	5,151.50	35.6
01-510-6740 SMALL TOOLS	.00	2,594.71	.00	(2,594.71)	.0
01-510-6770 TRAVEL, TRAINING & DEV.	.00	1,342.00	5,000.00	3,658.00	26.8
01-510-7100 BUILDING MAINT.	.00	113.50	1,500.00	1,386.50	7.6
01-510-7150 REPAIRS - COMMUNICATION EQUIPM	.00	.00	2,000.00	2,000.00	.0
01-510-7200 REPAIRS-COMPUTER SYSTEM	.00	.00	1,000.00	1,000.00	.0
01-510-7350 REPAIRS - EQUIPMENT	.00	1,368.98	8,000.00	6,631.02	17.1
01-510-7400 REPAIRS - VEHICLES	.00	226.21	5,000.00	4,773.79	4.5
01-510-7750 GAS & OIL - VEHICLES	1,291.05	11,807.20	25,000.00	13,192.80	47.2
01-510-8020 SUPPLIES - AMMUNITION	.00	2,125.00	5,000.00	2,875.00	42.5
01-510-8100 SUPPLIES - COMPUTERS	.00	.00	1,500.00	1,500.00	.0
01-510-8150 SUPPLIES - CONSUMABLE	.00	2,087.50	4,000.00	1,912.50	52.2
01-510-8200 SUPPLIES - COPIER	.00	.00	1,200.00	1,200.00	.0
01-510-8550 SUPPLIES - OFFICE	155.00	582.35	2,000.00	1,417.65	29.1
01-510-8950 SUPPLIES - UNIFORMS	.00	3,073.84	6,000.00	2,926.16	51.2
01-510-9000 UTILITIES - INTERNET	2,155.92	14,230.85	15,000.00	769.15	94.9
01-510-9010 UTILITIES - ELECTRICITY	.00	40.45	.00	(40.45)	.0
01-510-9070 UTILITIES - TELEPHONE	827.98	7,638.08	.00	(7,638.08)	.0
01-510-9200 GRANT EXPENDITURES	.00	.00	8,000.00	8,000.00	.0
TOTAL PUBLIC SAFETY	113,213.16	849,556.20	1,118,673.00	269,116.80	75.9

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE</u>					
01-520-6000 SALARIES & WAGES	1,661.52	11,962.94	14,400.00	2,437.06	83.1
01-520-6030 FICA TAXES	24.09	176.66	1,102.00	925.34	16.0
01-520-6040 WORKERS COMP	.00	.00	563.00	563.00	.0
01-520-6050 ESC TAXES	.00	61.18	144.00	82.82	42.5
01-520-6100 VOLUNTEER SUPPORT	.00	.00	12,000.00	12,000.00	.0
01-520-6410 INSURANCE - LIABILITY	.00	558.07	1,000.00	441.93	55.8
01-520-6420 INSURANCE - AUTO	.00	3,220.53	4,500.00	1,279.47	71.6
01-520-6570 PHYSICAL EXAMS	.00	25.00	.00	(25.00)	.0
01-520-6735 EQUIPMENT PURCHASE	.00	.00	5,000.00	5,000.00	.0
01-520-6750 TESTING	.00	.00	1,000.00	1,000.00	.0
01-520-6770 TRAVEL, TRAINING & DEV.	.00	.00	500.00	500.00	.0
01-520-7350 REPAIRS - EQUIPMENT	.00	149.00	2,000.00	1,851.00	7.5
01-520-7400 REPAIRS - VEHICLES	.00	.00	1,500.00	1,500.00	.0
01-520-7750 GAS & OIL - VEHICLES	.00	218.72	1,000.00	781.28	21.9
01-520-8550 SUPPLIES - OFFICE	.00	.00	150.00	150.00	.0
01-520-8950 SUPPLIES - UNIFORMS	.00	.00	750.00	750.00	.0
TOTAL FIRE	1,685.61	16,372.10	45,609.00	29,236.90	35.9
<u>EMS</u>					
01-530-6000 SALARIES & WAGES	17,869.91	97,696.41	131,696.00	33,999.59	74.2
01-530-6030 FICA TAXES	723.58	2,992.24	6,441.00	3,448.76	46.5
01-530-6040 WORKER'S COMP.	.00	.00	8,738.00	8,738.00	.0
01-530-6050 ESC TAXES	113.59	1,111.36	1,399.00	287.64	79.4
01-530-6060 HEALTH & LIFE INSURANCE	2,673.40	9,793.88	16,358.00	6,564.12	59.9
01-530-6070 PERS RETIREMENT	1,653.89	11,928.20	15,125.00	3,196.80	78.9
01-530-6091 UNIFORM ALLOWANCE	80.00	400.00	600.00	200.00	66.7
01-530-6100 EMS VOLUNTEER SUPPORT	.00	800.00	20,000.00	19,200.00	4.0
01-530-6410 INSURANCE - LIABILITY	.00	2,736.52	10,000.00	7,263.48	27.4
01-530-6420 INSURANCE - AUTO	.00	3,077.54	3,500.00	422.46	87.9
01-530-6570 PHYSICAL EXAMS	.00	351.00	.00	(351.00)	.0
01-530-6735 EQUIPMENT PURCHASE	.00	280.67	1,000.00	719.33	28.1
01-530-6750 TESTING	.00	.00	250.00	250.00	.0
01-530-6761 TRAINING - EMS SUPVSG MD	1,000.00	10,000.00	8,000.00	(2,000.00)	125.0
01-530-6770 TRAVEL, TRAINING & DEV.	.00	.00	2,000.00	2,000.00	.0
01-530-7350 REPAIRS - EQUIPMENT	.00	691.48	.00	(691.48)	.0
01-530-7400 REPAIRS - VEHICLES	.00	495.75	1,500.00	1,004.25	33.1
01-530-7750 GAS & OIL - VEHICLES	.00	248.30	2,500.00	2,251.70	9.9
01-530-8150 SUPPLIES - CONSUMABLE	.00	294.47	3,500.00	3,205.53	8.4
01-530-8550 SUPPLIES - OFFICE	.00	.00	250.00	250.00	.0
01-530-8650 SUPPLIES AND DRUGS BILLABLE	.00	.00	2,500.00	2,500.00	.0
01-530-8950 SUPPLIES - UNIFORMS	.00	.00	2,000.00	2,000.00	.0
01-530-9000 UTILITIES - INTERNET	404.58	5,313.61	5,000.00	(313.61)	106.3
01-530-9070 UTILITIES - TELEPHONE	1,216.55	1,709.91	500.00	(1,209.91)	342.0
TOTAL EMS	25,735.50	149,921.34	242,857.00	92,935.66	61.7

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CLINIC</u>					
01-535-6210	.00	2,936.00	4,500.00	1,564.00	65.2
01-535-6440	.00	.00	1,200.00	1,200.00	.0
TOTAL CLINIC	.00	2,936.00	5,700.00	2,764.00	51.5
<u>PUBLIC WORKS</u>					
01-600-6000	26,911.93	180,083.13	264,710.00	84,626.87	68.0
01-600-6030	390.21	2,660.44	5,447.00	2,786.56	48.8
01-600-6040	.00	.00	9,662.00	9,662.00	.0
01-600-6050	64.85	1,917.94	1,435.00	(482.94)	133.7
01-600-6060	8,153.55	41,793.95	53,162.00	11,368.05	78.6
01-600-6070	5,452.67	39,099.76	52,978.00	13,878.24	73.8
01-600-6410	.00	4,665.57	7,750.00	3,084.43	60.2
01-600-6420	.00	2,551.97	4,800.00	2,248.03	53.2
01-600-6430	.00	1,626.58	5,000.00	3,373.42	32.5
01-600-6440	.00	189.53	1,000.00	810.47	19.0
01-600-6540	.00	.00	250.00	250.00	.0
01-600-6565	.00	(627.79)	8,000.00	8,627.79	(7.9)
01-600-6570	.00	156.00	750.00	594.00	20.8
01-600-6635	.00	.00	2,000.00	2,000.00	.0
01-600-6740	.00	1,171.06	3,000.00	1,828.94	39.0
01-600-6770	.00	.00	2,000.00	2,000.00	.0
01-600-7100	.00	.00	5,000.00	5,000.00	.0
01-600-7210	.00	858.80	7,000.00	6,141.20	12.3
01-600-7350	5,222.86	8,661.30	15,000.00	6,338.70	57.7
01-600-7750	4,022.25	12,514.31	15,000.00	2,485.69	83.4
01-600-8150	.00	98.25	1,000.00	901.75	9.8
01-600-8550	.00	90.40	500.00	409.60	18.1
01-600-8950	.00	.00	750.00	750.00	.0
01-600-8970	.00	337.82	5,000.00	4,662.18	6.8
01-600-8995	.00	1,358.37	15,000.00	13,641.63	9.1
01-600-9000	670.87	8,046.79	7,500.00	(546.79)	107.3
01-600-9010	1,106.23	10,762.91	12,000.00	1,237.09	89.7
01-600-9070	229.46	1,778.84	1,500.00	(278.84)	118.6
01-600-9095	.00	.00	10,000.00	10,000.00	.0
01-600-9520	.00	.00	20,000.00	20,000.00	.0
01-600-9900	(2,916.66)	(29,166.60)	(35,000.00)	(5,833.40)	(83.3)
TOTAL PUBLIC WORKS	49,308.22	290,629.33	502,194.00	211,564.67	57.9

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROPERTY & FACILITIES</u>					
01-700-6210	992.32	9,226.24	10,979.00	1,752.76	84.0
01-700-6410	.00	1,378.64	.00	(1,378.64)	.0
01-700-6440	.00	10,513.19	26,000.00	15,486.81	40.4
01-700-6565	.00	12,146.98	10,000.00	(2,146.98)	121.5
01-700-7100	.00	.00	5,000.00	5,000.00	.0
01-700-7350	.00	4,245.00	.00	(4,245.00)	.0
01-700-8150	.00	22.39	.00	(22.39)	.0
01-700-8550	.00	98.45	500.00	401.55	19.7
01-700-8970	.00	.00	500.00	500.00	.0
01-700-9010	2,635.12	27,459.07	31,261.00	3,801.93	87.8
01-700-9040	1,477.97	16,917.40	25,000.00	8,082.60	67.7
01-700-9050	67.79	677.90	2,000.00	1,322.10	33.9
01-700-9095	123.01	1,091.91	2,000.00	908.09	54.6
TOTAL PROPERTY & FACILITIES	5,296.21	83,777.17	113,240.00	29,462.83	74.0
<u>PARKS AND RECREATION</u>					
01-800-6000	.00	.00	6,198.00	6,198.00	.0
01-800-6030	.00	.00	474.00	474.00	.0
01-800-6040	.00	.00	249.00	249.00	.0
01-800-6050	.00	.00	62.00	62.00	.0
01-800-6565	.00	2,978.86	.00	(2,978.86)	.0
01-800-7340	.00	.00	3,000.00	3,000.00	.0
01-800-7350	.00	.00	1,000.00	1,000.00	.0
01-800-8950	.00	1,766.93	6,000.00	4,233.07	29.5
TOTAL PARKS AND RECREATION	.00	4,745.79	16,983.00	12,237.21	27.9
<u>TRANSFERS TO OTHER FUNDS</u>					
01-990-9990	.00	23,341.00	23,341.00	.00	100.0
01-990-9991	.00	165,255.57	165,255.57	.00	100.0
01-990-9992	.00	1,014,900.00	1,014,900.00	.00	100.0
TOTAL TRANSFERS TO OTHER FUNDS	.00	1,203,496.57	1,203,496.57	.00	100.0
TOTAL FUND EXPENDITURES	274,423.05	3,312,689.20	4,140,003.57	827,314.37	80.0
NET REVENUE OVER EXPENDITURES	109,959.06	(593,566.25)	(1,136,444.57)	(542,878.32)	(52.2)

CITY OF WHITTIER
 BALANCE SHEET
 OCTOBER 31, 2021

PUBLIC WORKS EQUIP FUND

ASSETS

14-000-0100	CASH - COMBINED FUND		270,912.44	
	TOTAL ASSETS			270,912.44

LIABILITIES AND EQUITY

FUND EQUITY

14-000-3000	FUND BALANCE		105,656.87	
	REVENUE OVER EXPENDITURES - YTD	165,255.57		
	BALANCE - CURRENT DATE		270,912.44	
	TOTAL FUND EQUITY			270,912.44
	TOTAL LIABILITIES AND EQUITY			270,912.44

CITY OF WHITTIER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

PUBLIC WORKS EQUIP FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>TRANSFERS FROM OTHER FUNDS</u>						
14-390-4990	TRANSFER FROM GENERAL FUND	.00	165,255.57	140,255.57	(25,000.00)	117.8
	TOTAL TRANSFERS FROM OTHER FUNDS	.00	165,255.57	140,255.57	(25,000.00)	117.8
	TOTAL FUND REVENUE	.00	165,255.57	140,255.57	(25,000.00)	117.8
	NET REVENUE OVER EXPENDITURES	.00	165,255.57	140,255.57	(25,000.00)	117.8

CITY OF WHITTIER
 BALANCE SHEET
 OCTOBER 31, 2021

CRUISE SHIP TAX

ASSETS

20-000-0100	CASH - COMBINED FUND		2,109,691.39
	TOTAL ASSETS		<u>2,109,691.39</u>

LIABILITIES AND EQUITY

FUND EQUITY

20-000-3000	UNDESIGNATED-FUND BALANCE		1,542,728.55
	REVENUE OVER EXPENDITURES - YTD	566,962.84	
	BALANCE - CURRENT DATE		<u>2,109,691.39</u>
	TOTAL FUND EQUITY		<u>2,109,691.39</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,109,691.39</u>

CITY OF WHITTIER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

CRUISE SHIP TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES - REVENUE</u>					
20-310-4008 CRUISE SHIP TAX	.00	1,136,552.25	.00	(1,136,552.25)	.0
20-310-4009 CPV - COVID MITIGATION	.00	113,462.75	.00	(113,462.75)	.0
TOTAL TAXES - REVENUE	.00	1,250,015.00	.00	(1,250,015.00)	.0
TOTAL FUND REVENUE	.00	1,250,015.00	.00	(1,250,015.00)	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

CRUISE SHIP TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DONATIONS - SUPPORT</u>					
20-400-6240 MUSEUM SUPPORT - DONATIONS	.00	15,000.00	15,000.00	.00	100.0
20-400-9520 CAPITAL EQUIPMENT	.00	299,234.16	.00	(299,234.16)	.0
TOTAL DONATIONS - SUPPORT	.00	314,234.16	15,000.00	(299,234.16)	2094.9
<u>TRANSFERS OUT</u>					
20-990-9990 TRANSFER TO OTHER FUNDS	.00	215,043.00	214,634.00	(409.00)	100.2
20-990-9992 TRANSFER TO HARBOR FUND #51	.00	153,775.00	153,775.00	.00	100.0
TOTAL TRANSFERS OUT	.00	368,818.00	368,409.00	(409.00)	100.1
TOTAL FUND EXPENDITURES	.00	683,052.16	383,409.00	(299,643.16)	178.2
NET REVENUE OVER EXPENDITURES	.00	566,962.84	(383,409.00)	(950,371.84)	147.9

CITY OF WHITTIER
BALANCE SHEET
OCTOBER 31, 2021

COVID19 GRANT FUND

ASSETS

21-000-0100	CASH - COMBINED FUND	9,803.37	
21-000-1200	ACCOUNTS RECEIVABLE	39,851.55	
		<hr/>	
	TOTAL ASSETS		49,654.92
			<hr/> <hr/>

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	49,654.92	
		<hr/>	
	BALANCE - CURRENT DATE	49,654.92	
		<hr/>	
	TOTAL FUND EQUITY		49,654.92
			<hr/>
	TOTAL LIABILITIES AND EQUITY		49,654.92
			<hr/> <hr/>

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

COVID19 GRANT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CARES ACT GRANT REVENUE</u>					
21-330-4010 GRANT REVENUES - STATE	.00	49,654.92	.00	(49,654.92)	.0
TOTAL CARES ACT GRANT REVENUE	.00	49,654.92	.00	(49,654.92)	.0
TOTAL FUND REVENUE	.00	49,654.92	.00	(49,654.92)	.0
NET REVENUE OVER EXPENDITURES	.00	49,654.92	.00	(49,654.92)	.0

CITY OF WHITTIER
 BALANCE SHEET
 OCTOBER 31, 2021

NEW CITY PARK FUND

ASSETS

24-000-0100	CASH - COMBINED FUND	88,760.45	
	TOTAL ASSETS		88,760.45

LIABILITIES AND EQUITY

FUND EQUITY

24-000-3000	FUND BALANCE	91,758.70	
	REVENUE OVER EXPENDITURES - YTD	(2,998.25)	
	BALANCE - CURRENT DATE	88,760.45	
	TOTAL FUND EQUITY		88,760.45
	TOTAL LIABILITIES AND EQUITY		88,760.45

CITY OF WHITTIER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

NEW CITY PARK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GRANT EXPENDITURES</u>						
24-900-9200	CITY-FUNDED PARK EXPENDITURES	.00	2,998.25	.00	(2,998.25)	.0
	TOTAL GRANT EXPENDITURES	.00	2,998.25	.00	(2,998.25)	.0
	TOTAL FUND EXPENDITURES	.00	2,998.25	.00	(2,998.25)	.0
	NET REVENUE OVER EXPENDITURES	.00	(2,998.25)	.00	2,998.25	.0

CITY OF WHITTIER
 BALANCE SHEET
 OCTOBER 31, 2021

SHOTGUN COVE

ASSETS

30-000-0100	CASH - COMBINED FUND	(8,222.32)	
30-000-1205	GRANT RECEIVABLE		8,222.32	
			<u> </u>	
	TOTAL ASSETS			<u> .00</u>

LIABILITIES AND EQUITY

LIABILITIES

30-000-2000	ACCOUNTS PAYABLE		18,992.42	
			<u> </u>	
	TOTAL LIABILITIES			18,992.42

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	(18,992.42)	
			<u> </u>	
	BALANCE - CURRENT DATE	(18,992.42)	
			<u> </u>	
	TOTAL FUND EQUITY			(18,992.42)
				<u> </u>
	TOTAL LIABILITIES AND EQUITY			<u> .00</u>

CITY OF WHITTIER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

SHOTGUN COVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FEDERAL GRANT REVENUE WFL</u>					
30-350-4063 WFL DLG GRANT DTFH70-03A170077	.00	42,761.95	.00	(42,761.95)	.0
30-350-4064 WFL FLAP REVENUE	.00	171,047.83	.00	(171,047.83)	.0
TOTAL FEDERAL GRANT REVENUE WFL	.00	213,809.78	.00	(213,809.78)	.0
TOTAL FUND REVENUE	.00	213,809.78	.00	(213,809.78)	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

SHOTGUN COVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FEDERAL GRANT EXPENDITURES WFL</u>					
30-850-9543 WFL DLG GRANT DTFH70-03A170077	3,798.48	46,560.43	.00	(46,560.43)	.0
30-850-9544 FLAP 1 SCR DESIGN	15,193.94	186,241.77	.00	(186,241.77)	.0
TOTAL FEDERAL GRANT EXPENDITURES W	18,992.42	232,802.20	.00	(232,802.20)	.0
TOTAL FUND EXPENDITURES	18,992.42	232,802.20	.00	(232,802.20)	.0
NET REVENUE OVER EXPENDITURES	(18,992.42)	(18,992.42)	.00	18,992.42	.0

CITY OF WHITTIER
 BALANCE SHEET
 OCTOBER 31, 2021

2019 EARTHQUAKE

ASSETS

31-000-0100	CASH - COMBINED FUND	(194,636.10)	
31-000-1205	GRANT RECEIVABLE		78,090.00	
			<u>78,090.00</u>	
	TOTAL ASSETS			(116,546.10)
				<u><u>116,546.10</u></u>

LIABILITIES AND EQUITY

LIABILITIES

31-000-2000	ACCOUNTS PAYABLE		7,057.75	
31-000-2002	AP OTHER NOT THRU JOURNAL		467.80	
			<u>467.80</u>	
	TOTAL LIABILITIES			7,525.55

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	(124,071.65)	
			<u>124,071.65</u>	
	BALANCE - CURRENT DATE	(124,071.65)	
			<u>124,071.65</u>	
	TOTAL FUND EQUITY			(124,071.65)
				<u><u>124,071.65</u></u>
	TOTAL LIABILITIES AND EQUITY			(116,546.10)
				<u><u>116,546.10</u></u>

CITY OF WHITTIER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

2019 EARTHQUAKE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STATE GRANT REVENUE</u>					
31-320-4275 INSURANCE SETTLEMENT	.00	4,723.15	.00	(4,723.15)	.0
TOTAL STATE GRANT REVENUE	.00	4,723.15	.00	(4,723.15)	.0
TOTAL FUND REVENUE	.00	4,723.15	.00	(4,723.15)	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

2019 EARTHQUAKE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STATE GRANT EXPENDITURES</u>						
31-820-9200	GRANT EXPENDITURES	7,057.75	128,794.80	.00	(128,794.80)	.0
	TOTAL STATE GRANT EXPENDITURES	7,057.75	128,794.80	.00	(128,794.80)	.0
	TOTAL FUND EXPENDITURES	7,057.75	128,794.80	.00	(128,794.80)	.0
	NET REVENUE OVER EXPENDITURES	(7,057.75)	(124,071.65)	.00	124,071.65	.0

CITY OF WHITTIER
BALANCE SHEET
OCTOBER 31, 2021

WATER AND WASTEWATER

ASSETS

50-000-0100	CASH - COMBINED FUND	795,963.90	
50-000-1200	ACCT REC - WATER WASTEWATER	183,031.54	
50-000-1800	SYSTEMS	12,666,103.20	
50-000-1810	BUILDINGS & FACILITIES	1,288,370.61	
50-000-1820	MACHINERY & EQUIPMENT	141,253.81	
50-000-1830	CONSTRUCTION IN PROGRESS	107,105.00	
50-000-1890	ACCUMULATED DEPRECIATION	(7,605,105.76)	
	TOTAL ASSETS		<u>7,576,722.30</u>

LIABILITIES AND EQUITY

LIABILITIES

50-000-2000	ACCOUNTS PAYABLE	2,390.90	
50-000-2050	FEDERAL PAYROLL TAXES PAYABLE	826.62	
50-000-2060	ESC TAXES PAYABLE	215.39	
50-000-2075	HEALTH & LIFE INSURANCE PAYABL	(78.32)	
50-000-2080	PERS PAYABLE	1,523.44	
50-000-2090	AFLAC/GUARDIAN INSURANCE LIAB	18.78	
50-000-2095	ACCRUED LEAVE	12,578.55	
50-000-2150	ACCRUED PAYROLL	4,410.99	
	TOTAL LIABILITIES		21,886.35

FUND EQUITY

50-000-3000	RETAINED EARNINGS	(10,434.80)	
50-000-3350	NET INVESTMENT CAPITAL ASSETS	8,248,949.93	
	REVENUE OVER EXPENDITURES - YTD	(683,679.18)	
	BALANCE - CURRENT DATE	7,554,835.95	
	TOTAL FUND EQUITY		<u>7,554,835.95</u>
	TOTAL LIABILITIES AND EQUITY		<u>7,576,722.30</u>

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CHARGES FOR SERVICES</u>					
50-340-4300	9,318.29	304,201.26	257,176.00	(47,025.26)	118.3
50-340-4350	5,971.91	69,366.53	115,000.00	45,633.47	60.3
50-340-4500	.00	.00	100.00	100.00	.0
TOTAL CHARGES FOR SERVICES	15,290.20	373,567.79	372,276.00	(1,291.79)	100.4
<u>MISCELLANEOUS</u>					
50-360-4901	.00	893.98	17,500.00	16,606.02	5.1
50-360-4910	929.86	4,273.52	700.00	(3,573.52)	610.5
TOTAL MISCELLANEOUS	929.86	5,167.50	18,200.00	13,032.50	28.4
<u>PROPERTY & SURPLUS SALES</u>					
50-390-4990	.00	23,341.00	23,341.00	.00	100.0
TOTAL PROPERTY & SURPLUS SALES	.00	23,341.00	23,341.00	.00	100.0
TOTAL FUND REVENUE	16,220.06	402,076.29	413,817.00	11,740.71	97.2

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER & WASTE WATER OPERATING</u>					
50-800-6000 SALARIES & WAGES	14,533.26	112,141.54	125,591.00	13,449.46	89.3
50-800-6030 FICA TAXES	210.08	1,646.52	2,452.00	805.48	67.2
50-800-6040 WORKER'S COMP.	.00	.00	5,659.00	5,659.00	.0
50-800-6050 ESC TAXES	26.80	939.34	1,285.00	345.66	73.1
50-800-6060 HEALTH & LIFE INSURANCE	3,409.35	19,666.79	17,584.00	(2,082.79)	111.8
50-800-6070 PERS RETIREMENT	2,835.33	18,956.49	19,081.00	124.51	99.4
50-800-6280 DUES & SUBSCRIPTIONS	.00	170.00	1,000.00	830.00	17.0
50-800-6410 INSURANCE - LIABILITY	.00	2,202.90	3,600.00	1,397.10	61.2
50-800-6440 INSURANCE - PROPERTY	.00	1,968.23	3,500.00	1,531.77	56.2
50-800-6540 LICENSES & PERMITS	.00	805.00	1,200.00	395.00	67.1
50-800-6565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
50-800-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
50-800-6580 POSTAGE	.00	.00	1,300.00	1,300.00	.0
50-800-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	1,200.00	1,200.00	.0
50-800-6740 SMALL TOOLS	.00	.00	4,000.00	4,000.00	.0
50-800-6750 TESTING WATER/SEWER	.00	.00	9,000.00	9,000.00	.0
50-800-6770 TRAVEL, TRAINING & DEV.	.00	.00	5,500.00	5,500.00	.0
50-800-7100 REPAIRS - BUILDING	.00	.00	5,000.00	5,000.00	.0
50-800-7350 REPAIRS - EQUIPMENT	.00	2,482.32	5,000.00	2,517.68	49.7
50-800-7650 REPAIRS - SYSTEM	.00	.00	5,000.00	5,000.00	.0
50-800-7750 GAS & OIL - VEHICLES	354.49	2,882.16	3,500.00	617.84	82.4
50-800-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
50-800-8950 UNIFORMS	.00	.00	500.00	500.00	.0
50-800-8970 SUPPLIES - SAFETY	.00	23.70	1,500.00	1,476.30	1.6
50-800-8995 SUPPLIES & MATERIALS	.00	712.09	3,500.00	2,787.91	20.4
50-800-9000 UTILITIES -INTERNET	404.58	4,947.45	1,500.00	(3,447.45)	329.8
50-800-9010 UTILITIES - ELECTRICITY	1,638.99	24,072.59	30,000.00	5,927.41	80.2
50-800-9040 UTILITIES - HEATING FUEL	212.54	1,955.18	5,000.00	3,044.82	39.1
50-800-9070 UTILITIES - TELEPHONE	144.89	1,066.65	600.00	(466.65)	177.8
50-800-9580 CAPITAL OUTLAY - W/WWW	.00	102,865.00	150,000.00	47,135.00	68.6
50-800-9900 TRANSFER OUT TO GF	31,699.06	36,251.52	39,048.00	2,796.48	92.8
50-800-9901 TRANSFERS OUT - OTHER	.00	750,000.00	1,031,327.54	281,327.54	72.7
TOTAL WATER & WASTE WATER OPERATING	55,469.37	1,085,755.47	1,494,427.54	408,672.07	72.7
TOTAL FUND EXPENDITURES	55,469.37	1,085,755.47	1,494,427.54	408,672.07	72.7
NET REVENUE OVER EXPENDITURES	(39,249.31)	(683,679.18)	(1,080,610.54)	(396,931.36)	(63.3)

CITY OF WHITTIER
BALANCE SHEET
OCTOBER 31, 2021

SMALL BOAT HARBOR

ASSETS

51-000-0100	CASH - COMBINED FUND	1,131,869.85	
51-000-0110	2017 HARBOR BOND RESERVE	159,025.00	
51-000-1090	PETTY CASH	350.00	
51-000-1201	ACCTS REC FROM HARBOR	43,052.73	
51-000-1230	ACCOUNTS RECEIVABLE - LEASES	1,398.00	
51-000-1299	ALLOWANCE FOR DOUBTFUL ACCOUNT	(33,397.56)	
51-000-1720	PREPAID INSURANCE	25,969.26	
51-000-1810	BUILDINGS & FACILITIES	24,086,913.66	
51-000-1820	MACHINERY & EQUIPMENT	275,314.46	
51-000-1824	EQUIPMENT - COMPUTER	81,910.74	
51-000-1890	ACCUMULATED DEPRECIATION	(10,500,595.62)	
	TOTAL ASSETS		15,271,810.52

LIABILITIES AND EQUITY

LIABILITIES

51-000-2000	ACCOUNTS PAYABLE	35,615.42	
51-000-2002	AP OTHER NOT THRU JOURNAL	3,410.53	
51-000-2050	FEDERAL PAYROLL TAXES PAYABLE	2,199.80	
51-000-2060	ESC TAXES PAYABLE	1,455.81	
51-000-2075	HEALTH & LIFE INSURANCE PAYABL	(1,243.05)	
51-000-2080	PERS PAYABLE	4,516.33	
51-000-2090	AFLAC/GUARDIAN INSURANCE LIAB	107.54	
51-000-2095	ACCRUED LEAVE	35,929.98	
51-000-2150	ACCRUED PAYROLL	13,191.62	
51-000-2178	ACCRUED INTEREST PAYABLE	14,254.17	
51-000-2180	CURRENT PORT. 2017 BOND PREMIUM	8,843.00	
51-000-2182	CURRENT PORT. 2017 HARBOR BOND	70,000.00	
51-000-2186	NET PREMIUM-2017 BOND ISSUANCE	132,645.45	
51-000-2188	L/T PORTION. 2017 HARBOR BOND	1,735,000.00	
51-000-2320	UNEARNED REVENUE - MOORAGE	175,566.39	
	TOTAL LIABILITIES		2,231,492.99

FUND EQUITY

51-000-3000	RETAINED EARNINGS	(2,564,271.47)	
51-000-3350	NET INVESTMENT CAPITAL ASSETS	16,362,156.74	
	REVENUE OVER EXPENDITURES - YTD	(757,567.74)	
	BALANCE - CURRENT DATE		13,040,317.53
	TOTAL FUND EQUITY		13,040,317.53
	TOTAL LIABILITIES AND EQUITY		15,271,810.52

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>CHARGES FOR SERVICES</u>					
51-340-4399	10,935.00	21,369.00	20,000.00	(1,369.00)	106.9
51-340-4401	.00	472,352.72	545,000.00	72,647.28	86.7
51-340-4402	12,265.57	462,070.53	400,000.00	(62,070.53)	115.5
51-340-4403	.00	2,552.25	25,000.00	22,447.75	10.2
51-340-4404	3,828.13	47,072.85	60,000.00	12,927.15	78.5
51-340-4406	7,125.00	15,884.71	15,000.00	(884.71)	105.9
51-340-4407	.00	.00	3,000.00	3,000.00	.0
51-340-4408	.00	585.80	1,000.00	414.20	58.6
51-340-4409	150.00	17,550.00	16,000.00	(1,550.00)	109.7
51-340-4410	.00	750.00	500.00	(250.00)	150.0
51-340-4411	.00	85,560.00	150,000.00	64,440.00	57.0
51-340-4412	.00	1,665.00	1,000.00	(665.00)	166.5
51-340-4413	.00	1,928.74	1,200.00	(728.74)	160.7
51-340-4414	.00	5,734.50	7,000.00	1,265.50	81.9
51-340-4415	.00	3,500.00	5,000.00	1,500.00	70.0
51-340-4416	.00	37,750.00	45,000.00	7,250.00	83.9
51-340-4426	781.00	53,999.00	60,000.00	6,001.00	90.0
51-340-4445	.00	7,045.89	3,000.00	(4,045.89)	234.9
TOTAL CHARGES FOR SERVICES	35,084.70	1,237,370.99	1,357,700.00	120,329.01	91.1
<u>LEASES INCOME</u>					
51-345-4512	(6,076.12)	51,884.97	95,000.00	43,115.03	54.6
51-345-4515	.00	40.00	350.00	310.00	11.4
TOTAL LEASES INCOME	(6,076.12)	51,924.97	95,350.00	43,425.03	54.5
<u>OTHER REVENUE</u>					
51-360-4417	24,309.15	42,522.56	25,000.00	(17,522.56)	170.1
51-360-4430	60.00	14,622.00	12,000.00	(2,622.00)	121.9
51-360-4900	.00	95.70	1,500.00	1,404.30	6.4
51-360-4901	.00	894.05	10,000.00	9,105.95	8.9
51-360-4910	.00	.00	15,000.00	15,000.00	.0
51-360-4957	.00	.00	8,843.00	8,843.00	.0
TOTAL OTHER REVENUE	24,369.15	58,134.31	72,343.00	14,208.69	80.4
<u>TRANSFERS IN AND OTHER</u>					
51-390-4991	.00	153,775.00	153,775.00	.00	100.0
TOTAL TRANSFERS IN AND OTHER	.00	153,775.00	153,775.00	.00	100.0
TOTAL FUND REVENUE	53,377.73	1,501,205.27	1,679,168.00	177,962.73	89.4

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HARBOR OPERATIONS EXP</u>					
51-800-6000 SALARIES & WAGES	46,057.93	370,112.59	459,463.00	89,350.41	80.6
51-800-6030 FICA TAXES	784.23	6,697.26	9,752.00	3,054.74	68.7
51-800-6040 WORKER'S COMP.	.00	.00	18,571.00	18,571.00	.0
51-800-6050 ESC TAXES	265.50	3,892.67	4,775.00	882.33	81.5
51-800-6060 HEALTH & LIFE INSURANCE	15,442.00	82,325.95	110,333.00	28,007.05	74.6
51-800-6070 PERS RETIREMENT	9,193.61	69,763.87	88,642.00	18,878.13	78.7
51-800-6205 ADVERTISING	.00	1,000.00	1,000.00	.00	100.0
51-800-6215 COLLECTION EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-800-6220 BANK SERVICE CHARGES	4,074.85	42,266.10	30,000.00	(12,266.10)	140.9
51-800-6260 BAD DEBT EXPENSE	.00	.00	30,000.00	30,000.00	.0
51-800-6265 BOND INTEREST EXPENSE	.00	83,775.00	83,775.00	.00	100.0
51-800-6270 DEPRECIATION	.00	.00	940,000.00	940,000.00	.0
51-800-6280 DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
51-800-6410 INSURANCE - LIABILITY	.00	17,332.46	30,000.00	12,667.54	57.8
51-800-6420 INSURANCE - AUTO	.00	634.14	1,000.00	365.86	63.4
51-800-6430 INSURANCE EQUIPMENT	.00	257.00	600.00	343.00	42.8
51-800-6440 INSURANCE - PROPERTY	.00	19,965.11	70,000.00	50,034.89	28.5
51-800-6490 INSURANCE CLAIMS-DEDU	.00	.00	5,000.00	5,000.00	.0
51-800-6540 ENTERPRISE-LICENSES & PERMITS	.00	.00	125.00	125.00	.0
51-800-6565 OUTSIDE CONTRACTORS	9,644.56	25,579.68	25,000.00	(579.68)	102.3
51-800-6570 PHYSICAL EXAMS	.00	234.00	500.00	266.00	46.8
51-800-6580 POSTAGE	.00	1,943.10	2,500.00	556.90	77.7
51-800-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	3,000.00	3,000.00	.0
51-800-6636 PROF FEES - WEB SITE	.00	.00	250.00	250.00	.0
51-800-6650 PROF. FEES - LEGAL	.00	19,257.00	5,000.00	(14,257.00)	385.1
51-800-6700 PUBLICATIONS&SUBS.	.00	.00	350.00	350.00	.0
51-800-6730 EQUIPMENT RENTAL	85.00	85.00	1,000.00	915.00	8.5
51-800-6740 SMALL TOOLS	.00	4,146.86	2,500.00	(1,646.86)	165.9
51-800-6770 TRAVEL, TRAINING & DEV.	.00	35.71	3,000.00	2,964.29	1.2
51-800-6780 WASTE DISPOSAL - EVOS	.00	420.23	4,000.00	3,579.77	10.5
51-800-7100 REPAIRS - BUILDINGS	.00	2,385.12	6,000.00	3,614.88	39.8
51-800-7350 REPAIRS - EQUIPMENT	366.43	2,188.68	15,000.00	12,811.32	14.6
51-800-7400 REPAIRS - VEHICLES	.00	.00	2,000.00	2,000.00	.0
51-800-7500 PARKING LOT MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
51-800-7610 REPAIRS - UTILITIES	.00	2,446.00	10,000.00	7,554.00	24.5
51-800-7750 GAS & OIL - VEHICLES	187.19	4,131.45	6,000.00	1,868.55	68.9
51-800-7820 REPAIRS - DOCKS	.00	.00	20,000.00	20,000.00	.0
51-800-8150 SUPPLIES - CONSUMABLE	128.45	6,169.97	30,000.00	23,830.03	20.6
51-800-8200 SUPPLIES - PARKING	.00	.00	1,000.00	1,000.00	.0
51-800-8400 SUPPLIES - FIRE SUPPRESSION	.00	914.00	3,000.00	2,086.00	30.5
51-800-8550 SUPPLIES - OFFICE	114.51	3,251.34	6,000.00	2,748.66	54.2
51-800-8950 SUPPLIES - UNIFORMS	.00	102.59	2,500.00	2,397.41	4.1
51-800-8970 SUPPLIES - SAFETY	.00	362.82	5,000.00	4,637.18	7.3
51-800-9000 UTILITIES - INTERNET	1,075.45	11,038.49	6,100.00	(4,938.49)	181.0
51-800-9010 UTILITIES - ELECTRICITY	6,142.56	59,207.08	62,000.00	2,792.92	95.5
51-800-9040 UTILITIES - HEATING FUEL	268.99	3,062.92	5,500.00	2,437.08	55.7
51-800-9050 UTILITIES - SOLID WASTE	3,217.78	114,390.64	100,000.00	(14,390.64)	114.4
51-800-9070 UTILITIES - TELEPHONE	339.80	2,134.85	1,600.00	(534.85)	133.4
51-800-9095 UTILITIES - WATER/WASTEWATER	1,053.47	32,618.73	35,000.00	2,381.27	93.2
51-800-9213 HARBOR EMERGENCY REPAIR	.00	.00	10,000.00	10,000.00	.0
51-800-9510 SNOW REMOVAL	2,916.66	29,166.60	35,000.00	5,833.40	83.3
51-800-9515 CAPITAL - PARKING METERS	.00	.00	2,000.00	2,000.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-800-9520 CAPITAL OUTLAY - EQUIPMENT	.00	8,000.00	.00	(8,000.00)	.0
51-800-9900 TRANSFER OUT TO GF	51,561.18	126,068.08	156,000.00	29,931.92	80.8
51-800-9901 TRANSFERS OUT - OTHER	.00	1,031,409.92	1,031,409.92	.00	100.0
TOTAL HARBOR OPERATIONS EXP	152,920.15	2,188,773.01	3,487,745.92	1,298,972.91	62.8
CAPITAL OUTLAY - FROM RESERVE					
51-900-9510 CAPITAL OUTLAY - BLDG & FACIL	.00	.00	5,000.00	5,000.00	.0
51-900-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
51-900-9530 CAPITOL OUTLAY - COMP	.00	.00	2,000.00	2,000.00	.0
51-900-9575 BOND PRINCIPAL	.00	70,000.00	70,000.00	.00	100.0
TOTAL CAPITAL OUTLAY - FROM RESERVE	.00	70,000.00	78,500.00	8,500.00	89.2
TOTAL FUND EXPENDITURES	152,920.15	2,258,773.01	3,566,245.92	1,307,472.91	63.3
NET REVENUE OVER EXPENDITURES	(99,542.42)	(757,567.74)	(1,887,077.92)	(1,129,510.18)	(40.2)

CITY OF WHITTIER
BALANCE SHEET
OCTOBER 31, 2021

DELONG DOCK

ASSETS

53-000-0100	CASH - COMBINED FUND	1,075,194.48	
53-000-1810	BUILDINGS & FACILITIES	5,529,048.95	
53-000-1820	MACHINERY & EQUIPMENT	4,259.00	
53-000-1890	ACCUMULATED DEPRECIATION	(1,065,034.76)	
	TOTAL ASSETS		<u>5,543,467.67</u>

LIABILITIES AND EQUITY

LIABILITIES

53-000-2000	ACCOUNTS PAYABLE	450.04	
53-000-2050	FEDERAL PAYROLL TAXES PAYABLE	353.66	
53-000-2060	ESC TAXES PAYABLE	258.42	
53-000-2075	HEALTH & LIFE INSURANCE PAYABL	1,470.19	
53-000-2080	PERS PAYABLE	828.86	
53-000-2090	AFLAC/GUARDIAN INSURANCE LIAB	86.96	
53-000-2150	ACCRUED PAYROLL	2,360.20	
	TOTAL LIABILITIES		5,808.33

FUND EQUITY

53-000-3000	RETAINED EARNINGS	5,681,884.26	
	REVENUE OVER EXPENDITURES - YTD	(144,224.92)	
	BALANCE - CURRENT DATE	5,537,659.34	
	TOTAL FUND EQUITY		<u>5,537,659.34</u>
	TOTAL LIABILITIES AND EQUITY		<u>5,543,467.67</u>

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

DELONG DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>DELONG DOCK CHARGES FOR SERVIC</u>					
53-341-4251 USER FEES & PERMITS	.00	3,000.00	12,000.00	9,000.00	25.0
53-341-4402 MOORAGE - TRANSIENT	(281.12)	2,338.56	5,000.00	2,661.44	46.8
53-341-4404 UTILITY FEES	.00	4,652.18	7,000.00	2,347.82	66.5
53-341-4406 WHARFAGE FEES	9,328.43	30,610.01	360,000.00	329,389.99	8.5
TOTAL DELONG DOCK CHARGES FOR SERV	9,047.31	40,600.75	384,000.00	343,399.25	10.6
TOTAL FUND REVENUE	9,047.31	40,600.75	384,000.00	343,399.25	10.6

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

DELONG DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 801</u>					
53-801-6000 SALARES & WAGES	8,528.41	38,784.46	51,051.00	12,266.54	76.0
53-801-6030 FICA/MEDICARE	134.58	661.03	1,084.00	422.97	61.0
53-801-6040 WORKER'S COMP.	.00	.00	2,063.00	2,063.00	.0
53-801-6050 ESC TAXES	44.30	296.45	531.00	234.55	55.8
53-801-6060 HEALTH & LIFE INSURANCE	3,094.54	9,074.92	13,168.00	4,093.08	68.9
53-801-6070 PERS RETIREMENT	1,812.01	8,073.43	10,423.00	2,349.57	77.5
53-801-6410 INSURANCE - LIABILITY	.00	2,788.36	15,000.00	12,211.64	18.6
53-801-6440 INSURANCE - PROPERTY	.00	5,428.00	10,000.00	4,572.00	54.3
53-801-6565 OUTSIDE CONTRACTORS	.00	95,869.00	120,000.00	24,131.00	79.9
53-801-6730 EQUIPMENT RENTAL	.00	.00	2,500.00	2,500.00	.0
53-801-6740 SMALL TOOLS	.00	.00	1,000.00	1,000.00	.0
53-801-7350 REPAIRS - EQUIPMENT	.00	155.00	.00	(155.00)	.0
53-801-7750 GAS & OIL - VEHICLES	.00	.00	500.00	500.00	.0
53-801-7820 REPAIRS - DOCKS	.00	3,286.00	20,000.00	16,714.00	16.4
53-801-8150 SUPPLIES - CONSUMABLE	.00	.00	2,500.00	2,500.00	.0
53-801-8400 SUPPLIES - FIRE SUPPRESSION	.00	308.00	1,000.00	692.00	30.8
53-801-8950 SUPPLIES - UNIFORMS	.00	.00	1,000.00	1,000.00	.0
53-801-8970 SUPPLIES - SAFETY	.00	.00	2,000.00	2,000.00	.0
53-801-9010 UTILITIES - ELECTRICITY	450.04	17,303.77	15,000.00	(2,303.77)	115.4
53-801-9050 UTILITIES - SOLID WASTE	.00	.00	1,500.00	1,500.00	.0
53-801-9095 UTILITIES - WATER/WASTEWATER	.00	.00	5,000.00	5,000.00	.0
53-801-9900 TRANSFER OUT TO GF	2,797.25	2,797.25	38,400.00	35,602.75	7.3
TOTAL DEPARTMENT 801	16,861.13	184,825.67	313,720.00	128,894.33	58.9
<u>CAPITAL OUTLAY</u>					
53-900-9504 CAPITAL IMPROVEMENTS	.00	.00	30,000.00	30,000.00	.0
53-900-9540 CAP EXP EMERGENCY REPAIRS	.00	.00	5,000.00	5,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	35,000.00	35,000.00	.0
TOTAL FUND EXPENDITURES	16,861.13	184,825.67	348,720.00	163,894.33	53.0
NET REVENUE OVER EXPENDITURES	(7,813.82)	(144,224.92)	35,280.00	179,504.92	(408.8)

CITY OF WHITTIER
BALANCE SHEET
OCTOBER 31, 2021

MOTOR POOL

ASSETS

60-000-0100	CASH - COMBINED FUND	34,517.00	
60-000-1820	MACHINERY & EQUIPMENT	303,500.00	
60-000-1823	EQUIPMENT - VEHICLES	60,000.00	
		<hr/>	
	TOTAL ASSETS		398,017.00
			<hr/> <hr/>

LIABILITIES AND EQUITY

FUND EQUITY

60-000-3000	RETAINED EARNINGS	398,017.00	
		<hr/>	
	TOTAL FUND EQUITY		398,017.00
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		398,017.00
			<hr/> <hr/>

CITY OF WHITTIER
BALANCE SHEET
OCTOBER 31, 2021

COMPENSATED ABSENCES

ASSETS

61-000-0100	CASH - COMBINED FUND	112,545.87	
	TOTAL ASSETS		112,545.87

LIABILITIES AND EQUITY

LIABILITIES

61-000-2095	ACCRUED LEAVE	112,545.87	
	TOTAL LIABILITIES		112,545.87
	TOTAL LIABILITIES AND EQUITY		112,545.87

CITY OF WHITTIER
BALANCE SHEET
OCTOBER 31, 2021

NOT USED

ASSETS

72-000-0100	CASH - COMBINED FUND	1,014,900.00	
	TOTAL ASSETS		1,014,900.00

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	1,014,900.00	
	BALANCE - CURRENT DATE	1,014,900.00	
	TOTAL FUND EQUITY		1,014,900.00
	TOTAL LIABILITIES AND EQUITY		1,014,900.00

CITY OF WHITTIER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

NOT USED

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 390</u>					
72-390-4990 TRANSFERS-IN	.00	1,014,900.00	1,014,900.00	.00	100.0
TOTAL SOURCE 390	.00	1,014,900.00	1,014,900.00	.00	100.0
TOTAL FUND REVENUE	.00	1,014,900.00	1,014,900.00	.00	100.0
NET REVENUE OVER EXPENDITURES	.00	1,014,900.00	1,014,900.00	.00	100.0

CITY OF WHITTIER
 BALANCE SHEET
 OCTOBER 31, 2021

HARBOR MRRF

ASSETS

73-000-0100	CASH - COMBINED FUND		1,460,596.35
	TOTAL ASSETS		<u>1,460,596.35</u>

LIABILITIES AND EQUITY

FUND EQUITY

73-000-3000	FUND BALANCE		429,186.43
	REVENUE OVER EXPENDITURES - YTD	1,031,409.92	
	BALANCE - CURRENT DATE		<u>1,460,596.35</u>
	TOTAL FUND EQUITY		<u>1,460,596.35</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,460,596.35</u>

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

HARBOR MRRF

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSFERS FROM OTHER FUNDS</u>						
73-390-4992	TRANSFER FROM HARBOR FUND	.00	1,031,409.92	1,031,409.92	.00	100.0
	TOTAL TRANSFERS FROM OTHER FUNDS	.00	1,031,409.92	1,031,409.92	.00	100.0
	TOTAL FUND REVENUE	.00	1,031,409.92	1,031,409.92	.00	100.0
	NET REVENUE OVER EXPENDITURES	.00	1,031,409.92	1,031,409.92	.00	100.0

CITY OF WHITTIER
 BALANCE SHEET
 OCTOBER 31, 2021

WATER/WASTEWATER MRRF

ASSETS

75-000-0100	CASH - COMBINED FUND	750,000.00	
	TOTAL ASSETS		750,000.00

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	750,000.00	
	BALANCE - CURRENT DATE		750,000.00
	TOTAL FUND EQUITY		750,000.00
	TOTAL LIABILITIES AND EQUITY		750,000.00

CITY OF WHITTIER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

WATER/WASTEWATER MRRF

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSFERS FROM OTHER FUNDS</u>					
75-390-4992 TRANSFERS-IN OTHER	.00	750,000.00	1,031,327.54	281,327.54	72.7
TOTAL TRANSFERS FROM OTHER FUNDS	.00	750,000.00	1,031,327.54	281,327.54	72.7
TOTAL FUND REVENUE	.00	750,000.00	1,031,327.54	281,327.54	72.7
NET REVENUE OVER EXPENDITURES	.00	750,000.00	1,031,327.54	281,327.54	72.7